



TEACHER AIDE COMBO

**CHC30213 Certificate III in Education Support &
CHC40213 Certificate IV in Education Support**

COMBINING BOTH COURSES TO SAVE YOU TIME AND MONEY.



**RTO Code 52215
V1.0 March 2019**

1 What is the teacher aide combo?

The teacher aide combo has been designed for learners who wish to complete both the CHC30213 Certificate III in Education Support and the CHC40213 Certificate IV in Education Support in a streamlined program that is efficient, value for money and saves time. It means that you can boost your resume with multiple qualifications and complete them both in not much more time than a single course.



2 What are the benefits of the combo?

The teacher aide combo is quicker, easier and cheaper than completing two separate courses. Having two qualifications on your resume, as opposed to one, shows potential employers that you are ready for the challenges that lay ahead in the school environment. It also means that you only need to enrol once, pay one fee and complete one program with the same provider and trainer – making life easier and reducing stress.

3 How does the combo work?

You have probably noticed that many of the units and topics required for each qualification are either the same or have similarities. To save you time and money, we have developed a unique and streamlined program that meets the requirements of both qualifications at the same time. Requirements that are found in both courses, only need to be assessed once and most of the repetition is deleted. Similar requirements can also be assessed side by side. This makes for a much more efficient program.



4 It the teacher aide combo popular?

Yes. Almost all class-based students and a large percentage of external students, undertake the teacher aide combo.

5 How much extra work is the combo compared to a single course?

There are 5 clusters in the CHC30213 Certificate III in Education Support and 7 clusters in the CHC40213 Certificate IV in Education Support. The combo has 8 clusters in total. Instead of completing 13 clusters for two courses, you only need to complete 8.

6 Are there exit points?

Learners may be able to exit the program early with a full qualification of Statement or Attainment. However, the program is not designed with exits points in mind and students are normally expected to complete the full program before being awarded a qualification. Both qualifications are awarded once the learner has successfully completed all of the program's requirements.

7 I have completed or are about to complete the CHC40213 Certificate IV in Education Support. Can I do the combo?

It depends. If you completed the course with FTTA, it is relatively easily to enrol and complete the combo. If you completed your course with another provider, it is best to speak to FTTA about your situation.



8 What are the fees?

See our website for the latest fees.



CLASS BASED MODE

CHC30213 Certificate III in Education Support
CHC40213 Certificate IV in Education Support

**WEEKLY WORKSHOPS IN A FRIENDLY &
SUPPORTIVE ENVIRONMENT.**



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1 Why enrol in class-based mode?

Class-based mode is recommended for various reasons; Many students enjoy the social aspects, the ability to easily ask questions, the structure, the routine, and the opportunity to progress in their course with very few external distractions. The completion rate for students who attend classes is higher than those who enrol in an external mode of study. Class based students also tend to complete their program faster.



2 How is the course structured?

Classes are better described as a series of workshops, with each session introducing students to a cluster or topic in the course. Classes are held once a week during family friendly hours, so students have time to drop off and pick up kids from school. Each week you will cover a different topic. Most of the learning is completed outside of the classroom such as in the workplace or at home.

3 What can I expect during the class?

The class atmosphere is friendly, supportive and adult orientated. Classes are typically comprised of a combination of trainer led lectures, discussions, practical activities, individual, pair and group work as well as activities specific to the topic. Trainers ensure that each class is well structured with engaging activities that lead to the achievement of specific learning goals.



4 How much time do I need to study each week?

The course is approximately 600 hours and takes 6 months to complete. This works out to be about 23 hours per week including class, placement and activities completed at home. You can also complete your course over a longer period of time or in blocks. If you have experience raising children, working or volunteering in schools, child care services or any caring role, or you have studied at this level or a higher, you are likely to move through the course quicker. Some students complete the course in 3 months, while others can take 12 months or more (such as high school students, people with special needs or ESL students).

5 What activities do I complete outside of class?

Most of the course in terms of volume of learning, is completed in your own time. The trainer will provide you with guidance on what is expected each week. This includes regularly accessing your online portal, watching videos, lectures and webinars, reading and completing activities in your learner guide, additional readings from experts from around the world, YouTube videos, your work placement and a range of other activities specific to a topic.

6 Does it cost more to attend classes?

No! We don't charge extra if you want to attend classes. Once you have paid the course fee, there are no additional fees or charges. The more you can get out of your course and the more you learn, the better you can support students and schools when you graduate.

7 What is the difference between class-based mode and external mode?

Class-based students complete the exact same assessments and follow the exact same structure as external students. However, class students attend regular workshops while external students watch lectures online or attend live or pre-recorded webinars on a regular basis. All students have access to the same learning materials, can attend regular tutorials, watch online lectures and webinars, attend face to face tutorials held regularly and can contact their trainer for support at any stage.

8 I am an external student. Can I attend a class?

Yes - in fact we encourage it! However please speak to your trainer first to ensure that there are spaces available. Also note that we hold regular live and pre-recorded webinars as well as tutorials approximately once a week. Attend as many as you can!



9 Can I change from external to class based?

We want everyone to enjoy their course and to ultimately complete their course. If attending classes will help you achieve your goals, we will do our best to find a place for you. However, classes fill up very fast so speak to your trainer as soon as possible. There is no cost to attend classes. You can also attend regular tutorials as an alternative and/or watch live webinars.



DISTANCE MODE

CHC30213 Certificate III in Education Support
CHC40213 Certificate IV in Education Support

**STRUCTURED AND SUPPORTED STUDY FROM
THE COMFORT OF YOUR OWN HOME.**



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V1.0 March 2019**

1 What are the benefits of enrolling in a distance mode of study?

Distance mode is recommended for various reasons; Students can enjoy studying from the comfort of their own home, at a time that suits them and at a pace that suits them. At the same time however, all students are supported by friendly allocated trainers who keep in regular contact and who are there for any questions or issues that may arise.



2 What services are available to distance students?

Students have full access to all of FTTA's support and academic services including the option to attend tutorials on a weekly basis, access to pre-recorded webinars and lectures, access to live webinars each week held by expert trainers and all of our quality support materials such as learner guides and additional readings. All students can contact their trainer at any stage for phone or face to face meetings.

3 How is the course structured?

Students follow a structured learning program with support from expert trainers and assessors who can easily be contacted at any stage. Typically speaking, students work through the learning materials including reading materials and watching pre-recording lectures followed by completing theory assessments. Finally, students complete a voluntary work placement.



4 How much time do I need to study each week?

The course is approximately 600 hours and takes 6 months to complete. This works out to be about 23 hours per week including tutorials, placement and activities completed at home. You can also complete your course over a longer period of time or in blocks. If you have experience raising children, working or volunteering in schools, child care services or any caring role such as HACC, or you have studied at this level or a higher, you are likely to move through the course quicker. Some students complete the course in 3 months, while others can take 12 months or more (such as high school students, people with special needs or ESL students).

5 What activities do I complete as part of the course?

Your trainer will provide you with guidance on what is expected each week. This includes regularly accessing your online portal, watching videos, lectures and webinars, reading and completing activities in your learner guide, additional readings from experts from around the world, YouTube videos, your work placement and a range of other activities specific to a topic.

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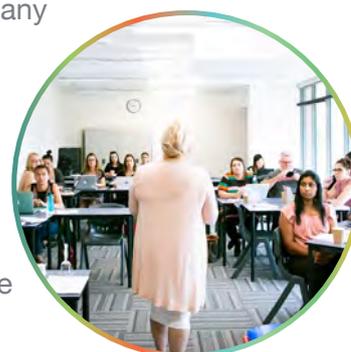
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RECOGNITION OF PRIOR LEARNING

CHC30213 Certificate III in Education Support
CHC40213 Certificate IV in Education Support

**DEMONSTRATE EXISTING SKILLS AND
KNOWLEDGE AND GAIN A QUALIFICATION.**



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V1.0 March 2019**

1 What is RPL?

RPL or Recognition of Prior Learning is a way for students to have their existing skills and knowledge recognised by obtaining a Nationally Recognised Qualification. Experienced practitioners may already have an extensive breadth and depth of skills, knowledge and experiences that match the requirements of a qualification. If this is the case, there is no point in studying an entire course because that person already has sufficient knowledge and skills to be assessed. However, the candidate still needs to provide evidence of their skills and knowledge. The assessor then considers whether the evidence meets the requirements of each unit and provides feedback.



2 Am I eligible?

As a rule of thumb, we advise that candidates should have 3-5 years of recent experience as a teacher aide and are currently employed in a relevant role. For higher level course, we also prefer candidates to have completed at least one qualification, although this is not strictly necessary. Sometimes we can consider experience in other paid or volunteer roles such as child care.

3 How long does RPL take?

While everyone is different and the time it takes to complete the full RPL pathway varies considerably, generally we advise that RPL can be completed in a 3-month period, without too much stress. Our courses have about 5-8 clusters. Each cluster can take a candidate as little as 20 minutes to as much as 3 hours, depending on previous study experience, time in the industry, and their ability to articulate and demonstrate their skills and knowledge. RPL candidates will typically set aside a full day to work through the majority of the evidence requirements, or they may complete the process in parts, such as an hour or so each week.



4 Do you run tutorials for RPL?

We regularly hold tutorial sessions for RPL candidates that are between 2-6 hours in length. These tutorials are a great way for you (and your colleagues) to work through the RPL requirements with the support of an experienced and friendly trainer.

5 What if there are parts that I don't know?

You may come across questions where you do not know the answer off the top of your head. This is common and is nothing to worry about in most cases. You cannot be expected to know absolutely everything, all of the time, and to have a perfect memory. For example, different schools have different names for the same policy, system, program or resource. You may need to undertake gap training such as reading through a chapter of your learner guide or watching a webinar. This is outside the scope of the RPL program (as technically with RPL you already 'know' everything) however it is a free service that FTFA offer to everyone.

6 Do I still do assessments?

Yes. However, it isn't as hard as you may think. As part of your RPL program, we need to collect evidence showing that you are competent (we can't just assume you are competent based on your resume). This involves visiting you in the workplace to observe you undertaking certain tasks relevant to your work role. Some candidates can meet this requirement by submitting video evidence. There are also short answer questions and some other activities which are often completed in your own time. There are no essays, reports, large and extensive portfolios or other tedious, stressful or time-consuming requirements. We try to make the RPL process as smooth as possible, while ensuring the integrity of the process.

7 I have a friend who did RPL and they had to make a portfolio?

In the past we have also used the portfolio method for RPL. However, the portfolio method is very time consuming and involves a lot of back and forth between the candidate and the assessor. It is much easier and quicker to simply complete the assessments for each cluster and have it marked by an assessor. For individuals that are suitable RPL candidates (e.g. with 3-5+ years' experience), the assessments are not that much of a challenge. Our 'Assessment only pathway' means that you don't have to collect large volumes of evidence, documents, attend multiple interviews and/or write out answers to hundreds of short answer questions.



How do I enrol?

The easiest and quickest way to enrol is via our online enrolment form. RPL candidates are generally required to submit 2-3 pieces of evidence to show that they are suitable for RPL. This means showing that you have experience or have done courses, PD or other activities in the past. People often submit a resume, payslips, a contract, certificates, email or reference from their teacher or any other documents attesting to their experience. You can upload these documents, with your ID, while completing the online enrolment form. This process helps us to provide you with the best possible advice specific to your situation.



I live in a rural area. Can I enrol?

In some cases, we can use video evidence in place of visiting you in the workplace. Obviously, this means having a supportive workplace supervisor who can approve and facilitate the collection of video evidence. However, we may be planning on visiting your area in the near future as we have enrolled students in many different locations. Speak to FTTA for the best advice regarding your current situation.

THE GO-TO PROVIDER FOR TEACHER AIDE COURSES

CHC30213 Certificate III in Education Support & CHC40213 Certificate IV in Education Support



1 IN 2 CHOOSE FTTA

1 in 2 study the CHC40213 Certificate IV in Education Support with FTTA.



PAYMENT PLANS FROM \$40

Interest free plans from \$40, no hidden fees & all resources included.



GOVERNMENT SUBSIDIES

From \$25 - courses subsidised by the Queensland government.



SUPPORT

Webinars & tutorials or contact your trainer for unlimited support.



PLACEMENT

We visit every learner in the workplace to provide support.



ESTABLISHED PROVIDER

An established provider with more than 4000 happy graduates.



MODES

Supported self-paced distance mode or class from 1 day per week.



WEEKLY WEBINARS

Attend weekly live webinars from the comfort of your own home.



30 DAY NO-OBLIGATIONS

A 30-day no obligation period so you can be sure the course is for you.