

CHC40221

Certificate IV in School Based Education Support

ONLINE - 7hr / Cloud Assess / 11 months



PARTNERS TRAINING

RTO 21837

2025 Course Information Sheet

Qualification description

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings under the guidance of a teacher or other educational professional. At this level, workers may be involved in facilitation of learning for a range of instructional groupings, including for those students in need of additional support. In these roles, the education support worker sources and analyses information from diverse sources, may work with limited direct supervision and could provide guidance to other workers.

Qualification currency

Release: 1 | **Status:** Current | **Release Date:** 20/07/2021 as published on the National Register training.gov.au

Pathways

Further study pathways – graduates of this qualification may consider further study in the Diploma of Educational Studies or Diploma of Teacher Education offered at many Australian tertiary institutions.

Potential employment pathways – Although it does not guarantee an employment outcome, completion of this qualification could lead to your employment in the education support industry in the following occupational titles:

- Education assistant
- Teacher assistant or aide
- Home tutor
- Language worker
- Education support worker
- Support worker
- Multicultural aide
- Literacy worker
- Indigenous language and culture teaching assistant or education officer

Entry requirements

You are required to undertake a Pre-Training Review (PTR) prior to enrolment to identify competencies you have previously acquired and to ascertain if this course is a suitable and appropriate training option for you. The PTR is designed to ensure we can help you participate in and successfully attain your desired learning outcomes.

- a) There are no entry requirements for this qualification.
- b) You will need to demonstrate that you have appropriate language, literacy and numeracy skills (LLN) including digital skills to study this course.
- c) Technological: You will need access to a computer/laptop with stable internet, a Zoom account (free), web camera for video conferencing, earphones/headphones/speakers and microphone capabilities. All course learning materials and assessments are located online in our LMS, Cloud Assess.

Course delivery and duration

This course is delivered online via live trainer-led Zoom sessions and is scheduled for an approximate duration of 11 months. Your studies will be further supported by your Trainer and Training coordinator via 1:1 phone, email and/or Zoom contact. You can expect to devote at least 15 hours per week of private study time to this course in order to complete some assessments outside of your timetabled classes. You will undertake:

- 33 x 7-hr weekly Zoom sessions
- 2 x 7-hr course review sessions at which you must be able to demonstrate sufficient course progress to continue in the course
- PLUS, a minimum of 100 hours of placement

Classes are not scheduled during Victorian School or Public holidays.

Assessment requirements & Cloud Assess LMS

There are 17 units of competency in this qualification. Each unit has a Student Unit Guide and assessment tasks you need to complete. Students use Cloud Assess, an online cloud-based platform to access all course materials and submit assessments. A Satisfactory (S) grade is needed for every assessment task in a unit in order to be deemed Competent (C) in the overall unit. Assessment tasks can include Questions, projects, case studies, role plays, presentations and placement. Assessment due dates are listed in the course timetable you'll receive.

Placement

You are required to undertake a minimum of 100 hours of workplace experience in a classroom environment catering to primary or secondary school students, within at least one school in Australia. This may be done via (a) voluntary placement; or (b) at your place of employment if it meets the above criteria. A Partners In Training *Workplace Deed* (placement agreement) must first be approved by us before you can commence workplace experience and start recording your placement hours. You will receive a PTA polo shirt to wear at placement. Prior to commencing placement, you must obtain a current and satisfactory Victorian Working with Children Check and Police Check. Your placement provider may also require you to provide evidence of immunisations - you should first check these with your anticipated placement provider so that you are aware in advance of what you need to organise and provide.

Course Fees / Fee Payments / Payment plans

This training is delivered with Victorian and Commonwealth Government funding if you are eligible for a Skills First subsidised training place and choose to access your entitlement. Your course fees are determined by us at the time of enrolment and are based on whether you are/are not eligible for Victorian Skills First government funding.

As this course is delivered online, if you are eligible for government funding your residential postcode determines the subsidy the Victorian government will contribute to your course.

Read our **2025 Course Fees & Charges** on our website to see the full list of regional postcodes on Page 3.

Go to www.partnersintraining.edu.au/student/#documents



All students must pay a non-refundable course ADMINISTRATION FEE at the time of enrolment

Please discuss this with your enrolment officer if you cannot commit to this.

REGIONAL POSTCODE FEES - if you live in a regional post code

GOVT FUNDED COURSE FEES	No concession	Concession or Asylum Seeker	Aboriginal and/or Torres Strait Islander
Tuition Fee	\$450	\$90	\$0
Administration Fee	\$110	\$110	\$110
TOTAL	\$560	\$200	\$110
Student tuition fee ÷ 975 nominal course hours	\$0.46 per Nh	\$0.09 per Nh	\$0.00 per Nh
Rate 1 = Total Victorian Govt contribution	920 nominal hours MAX x \$7.50 = \$6,900		

- Tuition fees must be paid in full at the time of enrolment. If you cannot afford this, you can enter into an Ezidebit payment plan or Centrepay arrangement.
- Minimum payment is \$55 per fortnight until fully paid. Your first payment must be made by Day 1 of the scheduled course start date.

METRO POSTCODE FEES - if you do not live in a regional postcode

GOVT FUNDED COURSE FEES	No concession	Concession or Asylum Seeker	Aboriginal and/or Torres Strait Islander
Tuition Fee	\$2,600	\$520	\$0
Administration Fee	\$110	\$110	\$110
TOTAL	\$2,710	\$630	\$110
Student tuition fee ÷ 975 nominal course hours	\$2.66 per Nh	\$0.53 per Nh	\$0.00 per Nh
Total Vic Govt contribution 920 nominal hours MAX	x \$4.88 = \$4,489.60		x \$7.50 = \$6,900

- No Concession** – you must enter into a payment plan for the tuition fee. Elect to pay 20 fortnightly instalments of \$130, OR 10 monthly instalments of \$260. Your first payment must be made by Day 1 of the scheduled course start date.
- Concession or Asylum Seekers** – the tuition fee must be paid in full at the time of enrolment. If you cannot afford this, you can enter into an Ezidebit payment plan or Centrepay arrangement. Minimum payment is \$55 per fortnight until fully paid. Your first payment must be made by Day 1 of the scheduled course start date.

FEE FOR SERVICE - not eligible for government funding

Tuition Fee	\$6,000
Administration Fee	\$110
TOTAL	\$6,110
Student tuition fee ÷ 975 nominal course hours	\$6.15

- You must enter into a payment plan for the tuition fee. Elect to pay 10 monthly instalments of \$600, OR 20 fortnightly instalments of \$300. Your first payment must be made by Day 1 of the scheduled course start date.

Refund Policy - prior to enrolling, you should read the *Refund Information* we have published on our website at www.partnersintraining.edu.au/student/#documents

Qualification structure

To be awarded this qualification, you must successfully complete 17 units of competency.

	Unit code	Unit title	C/E	NHs	W/P
1.	CHCDIV001	Work with diverse people	C	40	
2.	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	C	55	✓
3.	CHCEDS033	Meet legal and ethical obligations in an education support environment	C	35	
4.	CHCEDS045	Support student mathematics learning	C	45	✓
5.	CHCEDS046	Support student literacy learning	C	65	✓
6.	CHCEDS047	Assist in facilitation of student learning	C	50	✓
7.	CHCEDS048	Work with students in need of additional learning support	C	70	✓
8.	CHCEDS051	Facilitate learning for students with disabilities	C	70	✓
9.	CHCEDS056	Provide support to students with autism spectrum disorder	C	50	✓
10.	CHCEDS058	Support the implementation of behaviour plans	C	70	
11.	CHCEDS059	Contribute to the health, safety and wellbeing of students	C	30	✓
12.	CHCPRP003	Reflect on and improve own professional practice	C	120	
13.	CHCPRT001	Identify and respond to children and young people at risk	C	40	✓
14.	CHCCDE004	Implement participation and engagement strategies	E	85	
15.	CHCDIS009	Facilitate ongoing skills development using a person-centred approach	E	50	
16.	CHCPRP001	Develop and maintain networks and collaborative partnerships	E	80	
17.	HLTWHS001	Participate in workplace health and safety	E	20	
C = Core E = Elective NHs = Nominal Hours W/P = Workplace experience				975 nh total	

Important information, policies and procedures

It's important that you read our policies and procedures listed below prior to enrolling with us.

Read them on our website at www.partnersintraining.edu.au/student/#documents.

Alternatively, pick up a copy at any of our locations or scan the QR code below.



- Student Handbook
- 2025 Course Fees and Charges
- Government Funding Fact Sheet - 2025
- Refund Information
- Student Fees and Charges Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Recognition of Prior Learning and Credit Transfers Guide
- Workplace Guide

CONTACT US

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