

**Community
Services**



**Pathways and
Credits to
Diploma
Courses**

This course is the entry point of the Community Services stream of courses and prepares the students to have knowledge and skills for working in community or residential setting who follow an individualised plan to provide person-centred support to people who require support due to ageing, disability or other reasons. This course provides pathway for further learning at Certificate IV or Diploma level.

Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person centred support. Candidates must have completed at least 120 hours work as in addition to face-to-face training.

Teaching is conducted face-to-face, 20 hours per week in a classroom environment. Five hours each week of self-study is recommended during term time. Teaching sessions are trainer-led in-group sizes of up to 30 participants. The teaching program is undertaken using a planned schedule in accordance with national standards.



Course Details

(CHC33015) Certificate III in Individual Support (CRICOS 111833)

15 Units

Four Terms
T1 - January
T2 - April
T3 - July
T4 - October

4 Units in T1
5 Units in T2
4 Units in T3
2 Units + Work Placement in T4

1 year of full time study

[40 weeks of learning + 12 wks holiday]

Central location:
432 - 434 Kent St,
Sydney
NSW 2000

20 hours per week face to face learning
plus online and self learning

Units of Competency



Term 1

- CHCCCS040 Support independence and well being
- CHCCCS041 Recognise healthy body systems
- CHCCCS031 Provide individualised support
- CHCLEG001 Work legally and ethically



Term 2

- CHCAGE011 Provide support to people living with dementia
- CHCAGE013 Work effectively in aged care
- CHCDIV001 Work with diverse people
- HLTINF006 Apply basic principles and practices of infection prevention and control
- HLTWHS002 Follow safe work practices for direct client care



Term 3

- CHCPAL003 Deliver care services using a palliative approach
- CHCDIS020 Work effectively in disability support
- CHCDIS012 Support community participation and social inclusion
- CHCCOM005 Communicate and work in health or community services



Term 4

- CHCDIS011 Contribute to ongoing skills development using a strength-based approach
- CHCCCS038 Facilitate the empowerment of people receiving support
- Work Placement

Minimum Entry Requirements

Be over the age of 18

Intermediate level of computer skills and the ownership of a Laptop and/or tablet to use in class





Successful completion of Year 12 of Schooling or equivalent

Good command of written and spoken English, with a verified evidence of IELTS Level 5.5 (with no band less than 5.0)





Minimum entry requirements

Academic Calendar





Year 2024

 Term 1 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 15 Jan 2024 Teaching Date: 15 Jan - 22 Mar Break 25 Mar - 5 Apr 	 Term 2 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 8 Apr 2024 Teaching Date: 8 Apr - 16 Jun Break 17 Jun - 28 Jun 	 Term 3 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 1 Jul 2024 Teaching Date: 1 Jul - 6 Sept Break 9 - 20 Sep 	 Term 4 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 23 Sep 2024 Teaching Date: 23 Sep - 29 Nov Break 2 Dec - 10 Jan
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Year 2025

 Term 1 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 13 Jan 2025 Teaching Date: 13 Jan - 21 Mar Break 24 Mar - 4 Apr 	 Term 2 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 7 Apr 2025 Teaching Date: 7 Apr - 13 Jun Break 16 Jun - 27 Jun 	 Term 3 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 30 Jun 2025 Teaching Date: 30 Jun - 5 Sep Break 8 - 19 Sep 	 Term 4 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 25 Sep 2025 Teaching Date: 22 Sep - 28 Nov Break 1 Dec - 9 Jan
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Year 2026

 Term 1 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 12 Jan 2026 Teaching Date: 12 Jan - 20 Mar Break 23 Mar - 3 Apr 	 Term 2 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 6 Apr 2026 Teaching Date: 6 Apr - 12 Jun Break 15 Jun - 26 Jun 	 Term 3 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 29 Jun 2026 Teaching Date: 29 Jun - 4 Sep Break 7 - 18 Sep 	 Term 4 <ul style="list-style-type: none"> Enrolment/ Orientation Day: 21 Sep 2026 Teaching Date: 21 Sep - 27 Nov Break 30 Nov - 8 Jan
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Course Fees and Charges

Student fees (AUD) for International and Domestic Students

Application fee (non-refundable)	\$200
Tuition fee	\$12,000 (\$3,000 per Term)
Materials fee	\$500
Total	\$12,700

Other fees and charges (AUD) as applicable

Airport pick-up fee	\$150 (optional)
Accommodation placement fee	\$250 (optional)
Re-issuing a testamur or statement of attainment	\$50 (Inclusive GST)
Re-assessment fee	\$150 (need basis)
Missed assessment fee	\$300 (need basis)
RPL per unit of competency	\$250 (need basis)
Replacement of learner workbook – per unit	\$30 (need basis)
Late payment fee	10% (need basis)
Bank transfer fee	\$25 (need basis)

Payment Schedule

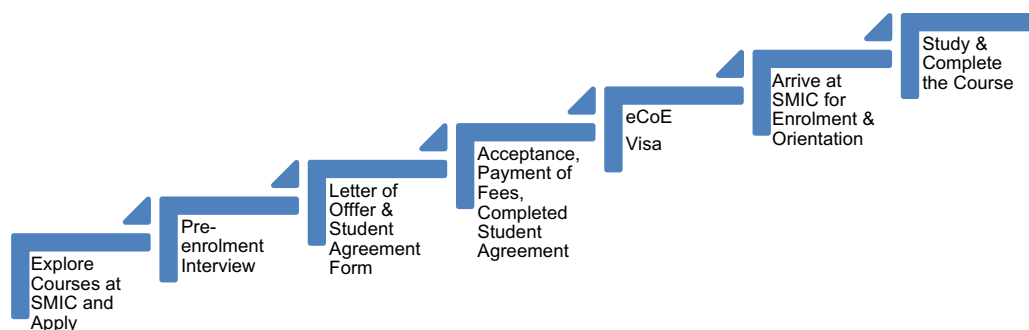
International Students (Offshore)	On-shore International & Domestic Students
One-off payment of the whole course fees \$12,000 , plus any other fees	1 st Payment - \$3,700 (including application & material fees)
	2 nd Payment - \$3,000
	3 rd Payment – \$3,000
	4 th Payment – \$3,000

The Sydney Metropolitan International College requires **offshore international students pay their first year's fees in full and in advance so as to assess their Genuine Temporary Entrant (GTE)** requirement proof for financial capacity to pay for the course. Following years' fees can be paid by instalments.

The Sydney Metropolitan International College provides the option for onshore international students and Australian domestic students to pay their fees in instalments. All term payments must be paid in full and in advance of the term commencing in order to maintain a valid enrolment.

Application Process

To enrol into a course as an overseas student at Sydney Metropolitan International College, applicants must complete an International Student Enrolment Form available from the website. The form should be completed in full and submitted by email to: info@smic.edu.au. A simplified application and study process is illustrated below:



The application for enrolment must be accompanied by:

- Evidence of IELTS proficiency (General Score of 5.5 with no band less 5)
- Evidence of a High School Certificate (the Australian year 12) or equivalent secondary schooling outcome
- Current Passport that has more than 3 years duration
- Current student visa for international students

When we receive your application, our Admissions Officer will review it for completeness. When the application is complete, the officer will organise a pre-enrolment interview with the student via phone, skype or other means. If the officer is satisfied with the applicant's documentations and interview, you will be issued a Letter of Offer, sometimes with condition, with an invoice for initial payment of fees and a Student Agreement form. This Offer is valid for 2 weeks. Within this period, you need to accept the offer by paying the fees and returning the completed Written Student Agreement, with any other documents stated in the conditions such as IELTS score and education proof.

Upon your acceptance and approval of your application, an electronic confirmation of enrolment (eCoE) will be generated and forwarded to the Department of Home Affairs and yourself at the address provided on your application with an official receipt for the fees paid.

International students can then proceed with the application for an Australia visa. It is the applicant's responsibility to apply for and obtain a student visa.

Visa Related Information for Students

Making a Student Visa Application

Complete the online form through the DHA's ImmiAccount and pay the application fee.
<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

Include evidence of your intended course of study. This can be a Confirmation of Enrolment (CoE) or, for applicants already inside Australia, a Letter of Offer from your education institution.

Successful Student Visa

If your student visa application is approved, you should contact Sydney Metropolitan International College and provide evidence of approval. Sydney Metropolitan International College will contact you to confirm your timetable, start date and all other arrangements for your study with us.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must advise Sydney Metropolitan International College and apply in writing for a refund of student fees, in accordance with our Fee Refund Policy.

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, consumer guarantees, to a statutory cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following site for more information: [Australian Consumer Law](#).

Further Information for International Students

International students are encouraged to visit also visit <http://www.smic.edu.au>. This site gives more information about the study environment, course fees and refund policy, support services, and schooling obligations for dependent children. Also see the International Student Handbook for further details. The website covers the remaining general information that is relevant to all International Students and is required by the legislation, and also has links to other Sydney Metropolitan International College pages with specific information.

For further information, please contact: Sydney Metropolitan International College Admissions Office on: E-mail: info@smic.edu.au Phone: +61 2 9744 1356.

