

CHC52021 DIPLOMA OF COMMUNITY SERVICES

Course Code: (115316B)

Course Description

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialized skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

To achieve this qualification, the candidate must have completed 400 hours of work as detailed in the Assessment Requirements of units of competency.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Entry Requirements

1. Students must be above 18 years of age while filling out the application form.
2. To enter this course delivered at AIT, applicants should have successfully completed year 12 or secondary studies in the applicant's home country equivalent to Australian year 12.
3. The Pre-Training Review (PTR) will be conducted prior to the enrolment into your course of studies to ensure that the training and assessment provided by AIT is able to meet the student's individual needs. Students are required to fill up the PTR form and submit it along with the application form.
4. AIT will review the student's current competencies, student needs, English level, support requirements and oral communication skills, in order to enrol them in the most appropriate course to achieve their intended outcomes.
5. Students enrolled in this course must have a satisfactory National Police Check (NPC) from the Federal Government for practical placement purposes. -<https://www.afp.gov.au/what-we-do/national-police-checks>
6. COVID-19 Requirements:
Covid-19 vaccine and corresponding Covid-19 vaccine certificate. For more details, students can visit:
<https://www.coronavirus.vic.gov.au/>
<https://www.homeaffairs.gov.au/covid19>
7. International students applying for this course either off-shore or on-shore will require:
Either a minimum IELTS (General) test score of 6.0 or equivalent for direct entry into a VET course;
or, IELTS score of 5.5 or equivalent with an ELICOS course (up to 10 weeks) to be taken before the main VET course;
or, IELTS score of 5.0 or equivalent with an ELICOS course (up to 20 weeks) to be taken before the main VET course;
Results older than two years are not acceptable. OR
to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States
OR to provide evidence that, within two years* of their signed written agreement date, they have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.
8. To ensure that all prospective students are adequately prepared for success in this course, a Language Literacy and Numeracy (LLND) Assessment is a mandatory requirement prior to formal enrollment. This assessment is conducted by AIT and must meet their satisfaction.
9. To successfully undertake this training program, learners must possess the necessary physical abilities and manual handling skills to perform the tasks required for the role. As community service workers, they will be working in close proximity to individuals and will spend a significant amount of time on their feet. The job also involves heavy lifting, such as transferring a person between bed and chair, providing bed bathing, and assisting with car transfers.
10. Additionally, learners will be handling chemical products and treatments and may be exposed to diseases or infections. Therefore, prospective learners should carefully consider their personal barriers before enrolling in this course.
11. Applicants should possess basic computer and MS office skills, including Word, Excel, and PowerPoint

Work Placement Requirements

To achieve the CHC52021- Diploma of Community Services qualification, the candidate must have completed at least 400 hours of work as detailed in the Assessment Requirements of the units of competency and ACWA fieldwork placement guideline. AIT will work with the learner to schedule a suitable work placement, but prior to undertaking this placement, students will be required to arrange at their own cost:

- Current National Police Records Check
- Current Influenza (Flu) vaccine (a requirement of our Host Employers)
- Covid 19 Vaccine and corresponding Covid 19 vaccine certificate. For more details, students can visit
o <https://covid19.homeaffairs.gov.au/vaccinated-travellers> and <https://www.health.vic.gov.au/covid-19/coronavirus>

Students will also be required to dress in a professional manner for classes with non-slip, closed-toe shoes for practical activities and may be required to wear a uniform as guided by their work placement host employer.

Course Duration

This will be delivered over 104 weeks of course duration including 80 weeks delivery plus 24 weeks holidays. The total course comprises of Work placements. It is expected that the program's duration would be shorter for students who have completed components that can be identified through Recognition of Prior Learning (RPL) and/or Credit Transfer.

Assessment Approach

Each unit is delivered and assessed as a standalone module. Assessment comprises knowledge questions and worksheets, simulated learning environment including scenarios and case studies and practical placement. Students are required to attend training and assessment activities as scheduled. The assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment, as outlined in our policies and procedures. Assessment requires accomplishment across all tasks to demonstrate competence and may include the following: knowledge questions, worksheets simulated learning environment including scenarios and case studies and practical placement.

AIT ensures that the training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and that the learners, employers and industry have confidence in the integrity, currency and value of certification documents issued by the Institute, through high-quality training and assessment practices that:

- Meet the requirements of training packages
- Is responsive to industry and learner needs; and
- Is delivered by appropriately qualified trainers and assessors with the right support services, facilities, and equipment

Pathways

AIT doesn't claim any employment outcome or job guarantee associated with its courses as it will be misleading.

All candidates are provided with advice on employment and training options throughout the delivery of the program.

Please note that while AIT may not offer all the qualifications indicated within the pathway, AIT identifies relevant progression that may be attained)

Pathways from the qualification

Successful completion may enable the student to apply for the below:

- CHC62015- Advanced Diploma of Community Sector Management at other institutes.

Please note: AIT doesn't offer bachelor's or degree Level courses and neither guarantees any pathway into further studies.

Employment Pathway:

Units in this qualification reflect the knowledge and skills of individuals with significant experience in:

- Community Care Manager
- Care Service Team Leader
- Care Supervisor
- Coordinator of Volunteer Work
- Family Services Coordinator
- Community Worker
- Welfare Support Worker

Related Occupations

- Nursing Support Worker
- Respite Care Worker
- Residential Disability Support Worker

The above pathway information is in line with the qualification description on the National Training Register (www.training.gov.au) and/or <https://www.myskills.gov.au/>, it doesn't imply any job guarantee or job role at the end of the course. AIT doesn't claim any employment outcome or job guarantee associated with its courses as it will be misleading.

Delivery

Training will be conducted face to face on a full-time basis in a classroom, with a mandatory 400 hours of work placement. Classroom sessions for the theoretical components of the course will be held at the following location: Level 11, 474 Flinders Street, Melbourne, VIC 3000. The work-based training will take place in a suitable workplace, carefully selected, and partnered with AIT to ensure the highest quality learning experience for our students.

RPL and Credit Transfers

The Recognition of Prior Learning (RPL) pathway is suitable for candidates who have previously acquired skills and knowledge from sources beyond the formal education and training system. This includes work and life experiences. Credit transfer is a process that offers students consistent and agreed-upon credit outcomes for specific components of a qualification. This is based on identified equivalences in content and learning outcomes between matched qualifications. Upon successful completion of an RPL or Credit Transfer (CT) application, adjustments will be made to the units to be undertaken and the course duration. In cases where RPL is granted, learners are not required to partake in additional training and assessment for skills and knowledge they already possess.

Units of Competence

To achieve the CHC52021- Diploma of Community Services qualification, candidates must complete 20 units, including 12 core units and 8 elective units, as outlined below

Core Units

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| CHCCCS004 | Assess co-existing needs |
| CHCCCS007 | Develop and implement service programs |
| CHCCCS019 | Recognise and respond to crisis situations |
| CHCCSM013 | Facilitate and review case management |
| CHCDEV005 | Analyse impacts of sociological factors on people in community work and services |
| CHCDFV001 | Recognise and respond appropriately to domestic and family violence |
| CHCDIV001 | Work with diverse people |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCLEG003 | Manage legal and ethical compliance |
| CHCMGT005 | Facilitate workplace debriefing and support processes |
| CHCPRP003 | Reflect on and improve own professional practice |
| HLTWHS003 | Maintain work health and safety |

Elective Units

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| BSBTWK502 | Lead and manage team effectiveness |
| BSBTWK503 | Manage meetings |
| CHCMGT006 | Coordinate client directed services |
| BSBPFF401 | Manage personal health and wellbeing |
| CHCDEV004 | Confirm developmental status |
| CHCCSM012 | Coordinate complex case requirements |
| CHCADV002 | Provide advocacy and representation services |
| CHCCSL001 | Establish and confirm the counselling relationship |

Note: Prices are subject to change at any time, with or without notice.

Please contact the Marketing Department for the latest updates.

Disclaimer: The information contained in this brochure is not sufficient to make an informed decision. Please read it in conjunction with other marketing materials and the AIT website.

