# CHC52015 Diploma of Community Services

## Course duration and dates
You can enrol in this course in two modes to suit your lifestyle – Full time (1 year) or Part time (2 years).
This course is delivered via a combination of theory and practice. It is comprised of FOUR terms of study (a total of 36 weeks). Classes will be held over 2 days of the week with workshops held on the remaining 3 days. These workshops provide the opportunity for more individualised support.
You will also be required to complete a work placement with a minimum length of 100 hours. You can commence your work placement in Term 3 and complete it concurrently with your classroom-based study. You are required to complete both classroom and work placement components within 12 months of commencement (24 months if you are enrolled part-time).

## Course location
All training is held at our training rooms at Level 2, 303 Pitt Street, Sydney, NSW 2000 and a work placement location to be arranged between UCA, the student and a work placement host company.

## Course outline
This qualification prepares you for the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities. At this level, you have specialised skills in community services and work autonomously under broad directions from senior management. Some roles may also move to a supervisor level where you supervise other workers and volunteers, co-ordinate programs and/or case management.

## Course Fees

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<th>Course fee</th>
<th>$7,500</th>
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### Payment Plan, Subsidies and Discounts Available

Course fees include the enrolment fee, materials and access to equipment. Replacement materials are extra.
NSW Government subsidies may be available for eligible participants. A quote for fees payable will be calculated during the enrolment process.
Fees are payable by Cheque, Money Order, Cash, Internet or Bank Deposit. Other arrangements for payment may be made organised based on individual needs. See the enrolment form for details.

## Who should do this course?
Anyone wanting to work in a community service /welfare setting. The variety of organisation and roles is quite broad. Community services organisations are usually government or not-for-profit organisations with a network of service offices across a region where the workers and managers are located near their clients.

## Graduates can apply for work in the following jobs
- Community services worker
- Early intervention worker
- Family Support Worker
- Community Program Coordinator
- Senior Youth Worker
- Support Facilitator
- Welfare Support worker
- Case Co-ordinator

## Work Placement
Students will be required to complete a minimum of 100 hours of work placement. We will help with the set-up of the work placement and support you throughout. Work placements arranged by the College will be sourced for all students in their local Community Services organisation if possible.
Students are expected to abide by the dress and uniform requirements of the facility in which they are placed during their work placement.
Students are also expected to cover the cost of transport to their work placement.

## Entry requirements
There are no academic prerequisites for the CHC52015 Diploma of Community Services. You need high level English language, literacy and numeracy (Year 12 or equivalent) to successfully do the course.
You will need to have access to a computer and the internet to complete this course. Computer and Wi-Fi access is available on Campus.
You must be able to travel to complete your work placement. You must obtain a Police Clearance Certificate to commence your placement.
Your Police Clearance Certificate must be less than 3 years old.
**Enrolment Process**

If you are interested in enrolling in one of our courses, you can submit an enquiry online, via email or by making a call to the College. We will then provide you with information about our College and our Courses to assist you in making the right decision regarding your study. If you would like to progress to the next stage, we will invite you to attend an Orientation Session at the College where we will welcome you, answer your questions and give you information about studying at UCA, our programs, policies and procedures. You will also have the opportunity to tour our facilities and meet our staff.

After this Session, you will have the opportunity to sit with one of our staff members to discuss your enrolment in more detail and provide you with an individualised quote for your study program. If you require a Language Literacy and Numeracy (LLN) Assessment, this will be conducted prior to enrolment to determine your suitability for the course.

If you would like to enrol in a course with UCA, please make sure to bring the required documents as outlined in our enrolment form.

**Course Delivery**

Delivery is a combination of methods to cover the theory and practice requirements.

You will attend 2 days a week of classes during term time to develop your knowledge and understanding medical terms plus practical skills training using real equipment in a simulated environment. Workshops will also run for the remainder of the week to offer you more personalised support and assistance. Work Placement must be undertaken over a minimum period of 100 hours. This will be in an appropriate organisation that has been approved by UCA. This is a structured placement that is monitored by our RTO and you will have assessor visit you onsite. It should be a positive and rewarding experience that is preparing you for work.

If you experience any difficulty completing your study requirements our Learning Support Manager is here to assist you in progressing through the course.

**Assessments**

We use a range of assessment methods such as:

- Practical demonstration where you will be observed by one of our assessors
- Quizzes and knowledge based tests which contain written short answer questions
- Small projects which contain written tasks for you to investigate and complete in your own time

Note: You must be deemed competent with each unit in order to receive your qualification.

**Recognition of Prior Learning (RPL) and Credit Transfer**

You may have experience and skills in community services through previous employment, life experience or formal studies. If this is the case then you should ask about Recognition of Prior Learning (RPL). This may shorten your course and lower your fees payable. Talk to our staff about recognition or credit.

Our course has been designed to meet the requirements for the CHC52015 Diploma of Community Services. We offer the CASE MANAGEMENT stream. It contains 16 Units; 8 Core units and 8 Elective units:

**CORE UNITS (8 units)**

- CHCCESS007 Develop and implement service programs
- CHCCOM003 Develop workplace communication strategies
- CHCEDV002 Analyse impacts of sociological factors on clients in community work and services
- CHCDIV003 Manage and promote diversity
- CHCLEG003 Manage legal and ethical compliance
- CHCMGT005 Facilitate workplace debriefing and support processes
- CHCPRP003 Reflect on and improve own professional practice
- HLTWHS004 Manage work health and safety

**ELECTIVE UNITS (8 units)**

- CHCCESS004 Assess co-existing needs
- CHCCSM004 Coordinate complex case requirements
- CHCCSM005 Develop, facilitate and review all aspects of case management
- CHCCSM006 Provide case management supervision
- CHCCSM007 Undertake case management in a child protection framework
- CHCAGE001 Facilitate the empowerment of older people
- CHCIS008 Facilitate community participation and social inclusion
- CHCPRP001 Develop and maintain networks and collaborative partnerships