

Certificate IV in

Community Services

(Alcohol and Other Drugs Work)

National Course Code:

CHC40299

General Information

This course is designed to meet the vocational educational and training needs of employees in the Alcohol and Other Drugs Work sector, as identified by Community Services and Health Training Australia and the Australian National Training Authority. Enhanced education and training are seen as critical to sustaining ongoing improvements in services to clients of this sector.

Career Opportunities

This course leads to employment opportunities in the Alcohol and Other Drugs Work sector of the Human Services Industry.

Mode of Study and Location

This course is provided on a full-time basis over one year from the SMB Campus and as a mixture of on and off the job training. Up-front assessment of existing competencies is available.

Entry Requirements

There are no prerequisite studies. Applicants are selected on the basis of interview and will be required to undergo a Police Check.

Course Structure

The Certificate IV consists of upfront assessment (RCC) and gap training provided through flexible learning materials and some workshops.

Course Content

Unit Code Compulsory Competencies

| | |
|---------|---|
| ADMIN3A | Undertake Administrative Work |
| COM3A | Utilise Specialist Communication Skills |
| CS2A | Deliver and Develop Client Service |
| INF2A | Maintain Organisation's Information Systems |
| NET2A | Maintain Effective Networks |
| ORG4A | Follow the Organisation's Occupational Health and Safety Policies |
| ORG5A | Maintain an Effective Work Environment |

Unit Code Elective Competencies (From the following)

| | |
|------|---------------------------------|
| AD1A | Advocate for Clients |
| CD1A | Support Community Participation |

| | |
|---------|---|
| CD2A | Provide Community Education Programs |
| CD5A | Develop Community Resources |
| GROUP3A | Plan and Conduct Group Activities |
| P&R2A | Contribute to Policy Development |
| P&R3A | Undertake Research Activities |
| B404A | Train Small Groups |
| AOD8A | Work with Clients who have Alcohol & Other Drugs Issues |
| AOD9A | Provide Alcohol and/or Other Drugs Withdrawal Services |

Total Nominal Hours**790**

These are the foundation competencies for this course. Additional competency areas will be addressed dependent on the result of individual up-front assessment.

Assessment

Competency Based Training

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Patty Kinnersly
School of Human Services – Community Services
Telephone (03) 5327 8250

Certificate III in

Community Services (Community Work)

National Course Code:

CHC30699

General Information

This course is designed to meet the vocational education and training needs of employees in the Community Work sector, as identified by Community Services & Health Training Australia and the Australian National Training Authority. Enhanced education and training are seen as critical to sustaining ongoing improvements in services to clients of this sector.

Career Opportunities

Limited employment opportunities may exist in the human services field with a range of employment bodies, including government, non-government, in community work settings. The level 3 competencies acquired can apply in a range of work contexts including neighbourhood houses, community centres, and community education. There is also an opportunity to continue study in related fields, as the Certificate is a recognised foundation course.

Mode of Study and Location

This course is offered on a full-time basis in the second semester at SMB Campus. It is a mixture of on and off the job training. Up-front assessment of existing competencies is available.

Entry Requirements

There are no pre-requisite studies. Applicants are selected on the basis of interview and will be required to undergo a Police Check.

Course Structure

The course consists of a set of compulsory core competencies plus elective competencies, and includes on the job training.

Course Content

Compulsory Competencies

Unit Code Module YEAR 1

| | |
|---------|--|
| COM3A | Communicate Appropriately with Clients & Colleagues |
| CD12A | Undertake Work in the Community Services Industry |
| ORG3A | Participate in the Work Environment |
| ORG4A | Follow the Organisation's Occupational Health & Safety Practices |
| ADMIN2A | Provide Administrative Support |
| INF1A | Process and Provide Information |

Elective Competencies (from the following)

| | |
|---------|--|
| AD1A | Advocate for Clients |
| CD7A | Support Community Resources |
| CD14A | Implement a Community Development Strategy Assess & Deliver Services to Clients with Complex Needs |
| GROUP2A | Support Group Activities |
| CW11A | Operate Under a Case Work Framework |
| NET1A | Participate in Networks |
| P&R1A | Participate in Policy Development |
| AC3A | Orientation to Aged Care Work |
| AOD2A | Orientation to The Alcohol And Other Drugs Sector |
| CH1A | Orientation to Work In The Community Housing Sector |
| DIS1A | Orientation to Disability Work |
| MH1A | Orientation to Work in the Mental Health Sector |
| PROT2A | Operate Within a Statutory Environment |
| YTH1A | Work Effectively with Young People |

Total Nominal Hours:**400**

These are the foundation competencies for this course. Additional competency areas will be addressed dependent on the result of individual up-front assessment.

Assessment

Competency Based Training

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks as specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Salome Pereira

School of Human Services – Community Services

Telephone (03) 5327 8250

Certificate IV in

Community Services (Disability Work)

National Course Code:

CHC40799

General Information

This course is designed to meet the vocational education and training needs of employees in the Disability sector, as identified by Community Services & Health Training Australia and the Australian National Training Authority. Enhanced education and training are seen as critical to sustaining ongoing improvements in services to clients of this sector.

Career Opportunities

Employment opportunities exist in the human services field with a range of employment bodies, including government, non-government, in institutions, community based settings or in clients own homes. The competencies acquired can apply in a range of work contexts including employment services, recreation services, adult day training centres, advocacy services, respite services, and peer support programs.

Mode of Study and Location

This course is provided on a full-time/part-time basis over one year at SMB Campus, and part time at Horsham and Ararat Campuses.

The course is delivered in a flexible mode at Ararat/Stawell/Horsham, which includes workshops, workplace assessment, tutorials, study groups, online and workplace projects. Up-front assessment of existing competencies is available.

Traineeships may be available for those eligible.

Entry Requirements

There are no pre-requisite studies. Applicants are selected on the basis of interview and will be required to undergo a Police Check and literacy assessment.

Course Structure

These following modules are the foundation competencies for this course. Additional competency areas will be addressed dependent on the result of individual up-front assessment.

Course Content

| Unit Code | Module YEAR 1 |
|--------------------------------|--|
| Compulsory Competencies | |
| CHCCOM3A | Utilise Specialist Communication Skills |
| CHCCS2A | Deliver and Develop Client Service |
| CHCDIS1A | Orientation to Disability Work |
| CHCDIS2A | Maintain an Environment Designed to Empower People with Disabilities |
| CHCDIS3A | Provide Services to People with Disabilities |
| CHCINF2A | Maintain Organisation's Information Systems |
| CHCNET2A | Maintain Effective Networks |
| CHCORG4A | Follow the Organisation's Occupational Health & Safety Policies |
| CHCORG5A | Maintain an Effective Work Environment |

Unit Code Elective Competencies

(will be selected by the School from the following)

| | |
|-----------|---|
| CHCAD1A | Advocate For Clients |
| CHCCD1A | Support Community Participation |
| CHCCS6A | Assess and Deliver Services to Clients with Complex Needs |
| CHCDIS4A | Design Procedures for Support |
| CHCDIS6A | Plan and Implement Community Integration |
| THHGHSO1A | Follow Workplace Hygiene Procedures |
| CHCMH1A | Orientation to Work in the Mental Health Sector |
| CHCP&R3A | Undertake Research Activities |

Total Nominal Hours

770

Assessment

Competency Based Training

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks as specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information please contact:

Ararat Campus

Athol Fraser
School of Human Services – Community Services
Telephone (03) 5355 3030

Horsham Campus

Athol Fraser
School of Human Services – Community Services
Telephone (03) 5362 2732

SMB Campus – Ballarat

Geraldine McDonald
School of Human Services – Community Services
Telephone (03) 5327 8250

Diploma of

Community Services (Welfare Studies)

National Course Code: **1916**
State Code: **2507ABC**

General Information

This course aims to develop knowledge, skills and personal qualities relevant to a wide range of human services, in particular those associated with the various types of social welfare work. The course combines concepts with practical application and has been developed on a state wide basis and endorsed in each of the social and community services industry training plans.

Career Opportunities

Employment opportunities exist in the human services field with a range of employment bodies including local, state and federal government departments, voluntary organisations, community based organisations and private employers in the SACS industry.

Successful graduates will be eligible for membership into the Australian Institute of Welfare and Community Workers.

Mode of Study and Location

This course is offered full-time, part-time and by flexible delivery at the SMB Campus. It will also be conducted in a distance education delivery mode at the Horsham campus.

Entry Requirements

Applicants must satisfy all the following entrance requirements:

- Successful completion of Year 12 or equivalent (mature age applicants may apply without Year 12)
- Full time students are required to have completed two or more years paid or voluntary welfare related work.
- Part time students are required to have completed one or more years of paid or voluntary welfare related work. Attend an Information Seminar - date to be advised.
- Undergo a Selection Interview

Course Structure

This course consists of a set of core modules plus elective modules, and includes on-the-job training.

Course Content

Unit Code Modules YEAR 1

| | |
|-------|--|
| CS500 | Introduction to Social and Community Services |
| CS501 | Sociology |
| CS502 | Psychology 1 |
| CS503 | Welfare Practice |
| CS504 | Law for Welfare Workers |
| CS505 | Community Work 1 |
| CS506 | Casework |
| CS507 | Group Work 1 |
| CS508 | Field Education 2 - Placement |
| CS509 | Skills Workshop (x 4) |
| CS510 | Field Education 1 - Profession Integration Seminar |
| | Electives (x2) |

Unit Code Modules YEAR 2

| | |
|--------|--|
| VAE450 | Organisations, Change and Community Development |
| CS512 | Practical Strategies for Social Change |
| CS513 | Research |
| CS514 | Social Policy |
| CS515 | Psychology 2 |
| CS516 | Counselling Skills |
| CS517 | Group Work 2 |
| CS518 | Field Education 2 - Placement |
| CS519 | Field Education 2 - Professional Integration Seminar |
| CS520 | Skills Workshop (x 4) |
| | Electives (x 2) |

Total Nominal Hours

1590

Assessment

Competency Based Training is concerned with assisting people to gain specific competencies that are required in the workplace.

This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed as Competent or Not Competent by performing set tasks at specified standards, under prescribed conditions.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Bruce Kuhne

School of Human Services – Community Services

Telephone (03) 5362 2660

SMB Campus - Ballarat

Irena Kaczmarek

School of Human Services – Community Services

Telephone (03) 5327 8225

Certificate IV in

Community Services (Youth Work)

National Course Code: **CHC40999**

General Information

This course is designed to meet the vocational, educational and training needs of workers who provide services to young people as part of their role, and to those who work, or wish to work primarily providing specialist youth services in the Youth sector, as identified by Community Services and Health Training Australia and the Australian National Training Authority. Enhanced education and training are seen as critical to sustaining ongoing improvements in services to clients of this sector.

Career Opportunities

This course leads to employment opportunities in both generic and specific support services. Youth workers can be in the government or non government sector and include unpaid workers.

Mode of Study and Location

This course will be delivered from the SMB campus on a full time basis with a combination of on and off the job training. Up front assessment of existing competencies is available.

Entry Requirements

There are no prerequisite studies. Applicants are selected on the basis of interview and will be required to undergo a Police Check

Course Structure

This course consists of a set of core modules plus elective modules and includes on-the-job training.

Course Content

| Unit Code | Compulsory Competencies |
|------------|---|
| CHCYTH3A | Support young people to take collective action |
| CHCYTH4A | Assist young people in responding to crisis |
| CHCADMIN3A | Undertake administrative work |
| CHCCOM3A | Utilise specialist communication skills |
| CHCCS2A | Deliver and develop client service |
| CHCCS3A | Coordinate the provision of services and programs |

| | |
|----------|---|
| CHCINF2A | Maintain organisation's information systems |
| CHCNET2A | Maintain effective networks |
| CHCORG4A | Follow the organisation's occupational health and safety policies |
| CHCORG5A | Maintain an effective work environment |

Unit Code Elective Competencies (from the following)

| | |
|------------|--|
| CHCAD1A | Advocate for clients |
| CHCCD1A | Support community participation |
| CHCCD2A | Provide community education programs |
| CHCCD3A | Meet the information needs of the community |
| CHCCM2A | Establish and monitor a case management plan |
| CHCCW12A | Implement a case work strategy |
| CHCGROUP3A | Plan and conduct group activities |
| CHCP&R2A | Contribute to policy development |
| CHCP&R3A | Undertake research activities |
| BSZ404A | Train small groups |

Total Nominal Hours **790**

These are the foundation competencies for this course. Additional competency areas will be addressed dependent on the result of individual up-front assessment.

Assessment

Competency Based Training

Competency based training is concerned with assisting people to gain specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions. The program is based upon the principles of competency based assessment and flexible delivery, which offer participants with greater flexibility to enter into, progress through, and exit from the program in a manner that suits their needs.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus – Ballarat

Geraldine McDonald

School of Human Services – Community Services

Telephone (03) 5327 8250