

COURSE CODE

**CHC52015**

COURSE

## **Diploma of Community Services**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### **WHY CHOOSE TAFE NSW?**



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Diploma of Community Services

National Course Code: CHC52015 | TAFE NSW Code: CHC52015-01V03-20NBC-210

|                     |   |
|---------------------|---|
| Qualification Level | Diploma   |
| Study Type          | Full Time   |
| Course Start Date   | Enquire Now   |
| Hours Per Week      | 32  |
| Duration            | 36 Weeks  |
| Delivery Locations  | Northern Beaches  |
| Course Fees         | <p><b>Subsidised Prices</b><br/>           First Qualification: \$4,420.00<br/>           Subsequent Qualification: \$4,970.00<br/>           Traineeship: \$1,000.00<br/>           You may be eligible for the NSW Smart &amp; Skilled <b>Fee-Free</b> Traineeship which will be verified at enrolment.</p> |
| Course Features     | <p>Nationally Recognised Training<br/>           Traineeship Allowed<br/>           This training is subsidised by the NSW Government<br/>           VET Student Loans Available</p>  |

## Course Description

The nationally recognised Diploma of Community Services will help you develop your specialist skills for a rewarding community services career. Gain a solid foundation to build your leadership capability and prepare for roles in case work and management in this in-demand sector.

### LEARN NEW SKILLS

Through theory and practical course work, you'll learn to:

- Develop, facilitate and review all aspects of case management
- Provide case management supervision
- Develop workplace communication strategies
- Undertake case management in a child protection framework
- Develop social housing enterprise opportunities
- Provide systems advocacy services
- Assess the needs of clients with alcohol and other drug issues

### DEVELOP YOUR TALENT

Develop the personal attributes that will help you get ahead:

- Resilience and empathy
- Interpersonal skills
- Effective communication

- Leadership and mentoring

## ACHIEVE YOUR GOALS

Completing this course will provide you with:

- A nationally accredited qualification at Diploma level
- A strong pathways to continue your studies and enhance your career opportunities

### Career opportunities:

- Case worker/manager
- Community services worker
- Domestic and family violence worker
- Youth worker
- Family support worker
- Family services coordinator
- Program coordinator

## GROW YOUR CAREER

Advance your career opportunities with further study:

- Diploma of Alcohol and Other Drugs
- Diploma of Youth Work
- Bachelor of Community Services

## INDUSTRY DEMAND

There is increasing demand for a broad range of welfare services in local communities. Government policies and expenditure on welfare services are adding to a positive employment outlook for welfare support and community workers.

# Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

## ENTRY REQUIREMENTS

TAFE NSW offers the Diploma of Community Services as either a traineeship or non-traineeship, so you can create the career you want.

### Non-traineeship

There are no entry requirements for non-trainees.

### Traineeship

To be eligible to undertake this course as a traineeship you must:

- Be employed in the community services industry, as evidenced by a letter of offer from your employer, as this course is delivered in the workplace
- Have a signed traineeship contract

## COURSE SUCCESS REQUIREMENTS

During your study, you will need to meet specific requirements that are necessary for you to complete your course work and be successful.

You will need to meet the following success requirements to be able to undertake work placement within industry (see work placement information).

Your teacher will let you know when you need to provide evidence of your valid and current:

- Working with Children Check (WWCC)
- Criminal History Check

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you:

- Enjoy working independently and with others
- Have patience
- Have good communication skills
- Can easily build relationships with people
- Have good organisational and time management skills
- Have a desire to increase your leadership and mentoring skills

If you need help preparing for study, contact us about your options.

WORK PLACEMENT

In this course you will be required to undertake a mandated 100 hours of work placement.

Work placement provides you with opportunities to refine your practical skills and gain on-the-job experience.

You may need to comply with some (or all) of the following requirements.

1. NSW Health

Before you start any clinical placement in a NSW Health facility, you will be required to:

- Meet NSW Healths criminal record check requirements
- Sign the NSW Health Code of Conduct form and any other forms required by NSW Health
- Undertake occupational assessment, screening and vaccination against infectious diseases, and provide your Health care worker/Student vaccination record card

For specific information on NSW Health requirements, and access to the required forms, visit [FAQs for students](#)

2. Aged care work

Before you undertake any clinical placements in an aged care facility, you must [complete a Federal criminal record check](#)

3. Community and childrens services

Anyone in child-related work (including student placements and volunteers) must have a current Working with Children Check in line with the Office of Childrens Guardian phase-in schedule and processes.

[Visit Office of Childrens Guardian for more information](#)

Generally, work placements will only occur:

- When there has been reasonable amount of student/teacher contact and they are satisfied you are ready to benefit from workplace learning and perform workplace duties and,

- When your teacher is satisfied you are ready to benefit from workplace learning and perform workplace duties

Visit [your rights and responsibilities](#) for more information.

## ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

To be enrolled in this course, you need to be able to provide evidence that you have:

- The Diploma of Community Services is aimed at the level of a manager within a community services organisation. There is an assumption that students wishing to enrol in this course have underpinning knowledge and skills needed for working with clients.

To successfully complete this course, you will need:

- you will be required to have current experience in the community services sector, this can include face to face contact with clients, case management and intake in the areas of alcohol and other drugs, mental health, domestic, and family violence, child protection, disability or aged care. Alternatively you may have successfully completed Certificate IV in the following areas community services ageing, disability, youth work, mental health.
- There is 100 hours of workplacement for this qualification.

# Information Sessions and more about the course

## INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

| Date                   | Time               | Location                                      |
|------------------------|--------------------|---|
| Thursday 25 June, 2020 | 10:00AM to 12:00PM | <a href="#">Join Information Session Here</a> |
| Thursday 25 June, 2020 | 5:00PM to 6:00PM   | <a href="#">Join Information Session Here</a> |
| Thursday 2 July, 2020  | 10:00AM to 12:00PM | <a href="#">Join Information Session Here</a> |
| Thursday 2 July, 2020  | 5:00PM to 6:00PM   | <a href="#">Join Information Session Here</a> |

## STUDY COMMITMENT

This is a full time face to face course. You will need to attend approximately 19 hours of class, over 5 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 13 hours of other study per week.

You may also be required to complete approximately 18 hours of additional study each week outside of class hours, including Online research, moodle, studespace.

## IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- are currently working in the sector in Community Services, or new entrants wishing to further

develop in a career in Community Services sector.

## SERVICES AND STUDY SUPPORT

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Smarthinking - after hours online study support service
- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

## Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled from Monday to Friday . This timetable may change and will be confirmed by your teacher.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

### PAYMENT OPTIONS AND ASSISTANCE

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or

part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

### To complete your VET Student Loan application, you will need to provide:

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

### To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, it's important you know your [student obligations](#).

Find out more about [VET Student Loans](#)

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed above. Fees are charged on the census day for each Unit of Study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

## READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

## RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## Incidental Cost

- Student Association - \$20.00



# How to Enrol

Enrolments for this course have now closed.

[Enquire now](#) and we will contact you when enrolments open. Visit our [Online Courses](#) to view our range of study options that you can start anytime.

## Units

|                    |   |
|--------------------|---|
| CHCDIV003          | Manage and promote diversity  |
| CHCLEG003          | Manage legal and ethical compliance   |
| CHCPRP003          | Reflect on and improve own professional practice                                  |
| CHCDEV002-UNGRADED | Analyse impacts of sociological factors on clients in community work and services |
| CHCCCS007          | Develop and implement service programs  |
| CHCCOM003          | Develop workplace communication strategies  |
| CHCMGT005          | Facilitate workplace debriefing and support processes                             |
| HLTWHS004          | Manage work health and safety   |
| CHCDIV002          | Promote Aboriginal and/or Torres Strait Islander cultural safety                  |
| CHCAOD001          | Work in an alcohol and other drugs context  |
| CHCCSL002          | Apply specialist interpersonal and counselling interview skills                   |
| CHCGRP002          | Plan and conduct group activities   |
| CHCMHS007          | Work effectively in trauma informed care  |
| CHCSOH001          | Work with people experiencing or at risk of homelessness                          |
| CHCMHS001          | Work with people with mental health issues  |
| CHCDEV001-UNGRADED | Confirm client developmental status   |