

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: CHC52015-02V03-20MBK-310

Qualification Level	Diploma
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	28
Duration	36 Weeks
Delivery Locations	Meadowbank (Case Management)
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$4,420.00            Subsequent Qualification: \$4,970.00            Traineeship: \$1,000.00            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            Traineeship Allowed            This training is subsidised by the NSW Government            VET Student Loans Available</p>

## Course Description

This qualification reflects 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, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

To achieve this qualification, the candidate must have completed at least 100 hours of work as detailed in the Assessment Requirements of units of competency.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

## 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.

There are no Training Package entry requirements for this qualification.

It is assumed that you have literacy, numeracy and technical skills at Certificate IV level for success in this course. Contact TAFE NSW if you have any questions about your suitability.

## WORK PLACEMENTS

Many TAFE courses have a compulsory work placement component to assist you to apply your learning in a practical environment and you may be required to comply with some (or all) of the following.

### 1. NSW HEALTH

Before you commence any clinical placements in NSW Health facilities, you will be required to Meet NSW Healths - Criminal Record Check requirements;

Sign the NSW Health Code of Conduct form and any other forms, as 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 regarding NSW Healths requirements, and access to the required forms, it is recommended that you visit their FAQs for students at:

[http://www.health.nsw.gov.au/careers/student\\_clearance/pages/default.aspx](http://www.health.nsw.gov.au/careers/student_clearance/pages/default.aspx)

AGED CARE WORK - Before you undertake any clinical placements in Aged Care Facilities you will be required to undertake a Federal Criminal Record Check. Visit:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

### COMMUNITY AND CHILDRENS SERVICES

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

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

### 4. STUDENT READINESS FOR WORK PLACEMENT

Generally work placements will only occur after there has been a reasonable amount of student/teacher contact and when the teacher is satisfied that you are ready to benefit from workplace learning and perform workplace duties. Your teacher can provide further information.

STUDENT RIGHTS AND RESPONSIBILITIES - For more information visit:

<https://www.tafensw.edu.au/courses/rights-and-responsibilities/index.htm>

## 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:

- Students wanting to undertake the Diploma of Community Services (case Management) complete a LLN screen during the Orientation session, prior to course commencement, to ensure appropriate level of training and appropriate support can be provided throughout the course. Students may be

required to obtain a Working With Children Check and must obtain a National Criminal Record check prior to commencing workplacement.

To successfully complete this course, you will need:

-To have current experience in the community service 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 a Certificate IV in Community Services or Ageing or Disability or Youth Work or Mental Health or Alcohol and Other Drug. This would be considered reasonable experience as you would have the underpinning knowledge and skills to successfully complete the Diploma.

- You must successfully complete all assessment requirements and work placement learning requirements.
- You are required to undertake a total of 100 hours of work placement in a community service organisation.

## 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
Monday 20 July, 2020	2:00pm to 3:30pm	<a href="#">Join Information Session Here</a>
Monday 20 July, 2020	5:00pm to 6:30pm	<a href="#">Join Information Session Here</a>

### STUDY COMMITMENT

This is a full time blended course. You will need to attend approximately 18 hours of class, over 3 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 9 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 reviewing class work, reading, study notes, personal thoughts/ reflections.

### IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

-Underpinning knowledge and skills of the working of the community services sector, wishing to enhance your career development into a management role. The Diploma of Community Services is aimed at the level of a manager of a Community Services organisation, with the assumption of having the underpinning knowledge and skills needed for working with clients.

### 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 for 3 days Tuesday, Wednesday and Thursday . 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 dont 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 dont 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](#).

## ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

-You will need pens, paper and access to a device such as a laptop or tablet. Ability to access the online virtual connected classroom

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
CHCCOM003	Develop workplace communication strategies
CHCCCS007	Develop and implement service programs
HLTWHS004	Manage work health and safety
CHCMGT005	Facilitate workplace debriefing and support processes
CHCDEV002-UNGRADED	Analyse impacts of sociological factors on clients in community work and services
CHCGRP002	Plan and conduct group activities
CHCMHS001	Work with people with mental health issues
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCAOD001	Work in an alcohol and other drugs context
CHCCCS004	Assess co-existing needs
CHCCSM004	Coordinate complex case requirements
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCMHS007	Work effectively in trauma informed care
CHCSOH001	Work with people experiencing or at risk of homelessness
CHCCSM006	Provide case management supervision