



Wesley Vocational Institute (WVI)

RTO Code 90091

CHC42021 Certificate IV in Community Services

Course details

Information Session:	By appointment
Course duration:	15 months* (schedule and frequency TBA during consultation)
Location:	Mixed mode
Work experience/placement:	Minimum hours as part of your normal workplace practices.
Trainer/Assessor:	TBA
Cost:	This training is subsidised by the NSW Government Smart and Skilled Funding. Student contribution fees may apply.



***Course duration subject to change dependent upon industry experience.**

About the course

This program offers individuals a mixed mode opportunity to gain a qualification within a field of Community Services that builds on their current skills and practices within their workplace.

Who should enrol

Those who are working within the community services sector who would like to further their education and who are committed to increasing their skills, knowledge and expertise across the fields of community services or leadership and management.

Learning outcomes

Successful completion of this nationally accredited qualification enables individuals to build on their existing skills and strengths within Community Services whilst also offering strong and varied personal development and career pathway opportunities.



Attendance, study load and student support

You will be required to:

- attend all scheduled trainer led classes, including workshops and simulated activities, this includes (3 – 6 hours every 2 or 4 weeks, spanning 15 months);
- actively engage and participate in e-learning and undertake self-directed activities over the duration of the program of the program, including individual self-directed research, readings, case studies, projects, quizzes and other tasks (approximately 10 – 15 hours per unit of competency; online e-learning (LMS), self-directed);
- undertake theory and practical assessment activities (approximately 20-25 hours per unit of competency);

Details and expectations of activities will be provided in individual training plans. Student support is available by appointment with your Trainer/Assessor as required.

Work experience/placement

- Work experience will be completed throughout the course of your normal work conditions within your employment – no additional external work placement is expected.
- The Trainer/Assessor will require each learner to complete a logbook and reflection journal based on their experiences along with requesting a supervisor's evaluation to identify skills strengths and development opportunities.

Assessment

Assessment will include a range of activities including role plays, simulations, written tasks, oral questions, projects and observation in the workplace and simulated environment.

N.B. Learners need to be aware of, and consent to video record themselves for the purpose of gathering and submitting workplace assessment evidence relating to specific performance tasks.

Entry requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Learners must be currently employed in a supervisory/managerial role within the community services sector, with the support and endorsement of their employer.
- Provide proof of employment status - position description and/or resume.
- Be an Australian/New Zealand citizen or Australian Permanent Resident or Humanitarian visa holder.
- NSW residency or employed by NSW employer.
- Satisfactory level of language, literacy, numeracy and digital capability (LLND).
- Access to a computer with Microsoft 365 or similar applications and reliable internet and browser.
- Ability to commit to attendance and study load requirements for this course.

Course fees

[This training is subsidised by NSW Government Smart and Skilled Funding.](#) Student fees may apply.

Visit www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions. All course material is provided and inclusive with course fee.



How to apply

Step 1: [Click here or scan the QR code to apply.](#)

Step 2: A WVI representative will contact you with information session details.

Step 3: WVI representative will provide you with your Smart and Skilled eligibility notification.

Step 4: Attend WVI information session and complete mandatory language, literacy, numeracy and digital (LLND) assessment.

Step 5: Upon completion of the LLND, a WVI representative will advise of the next steps to your enrolment.



Enrolment documentation

- ☐ Unique Student Identifier (USI) number (apply here usi.gov.au)
- ☐ Photo ID (e.g. driver's license, photo card, passport)
- ☐ Medicare card
- ☐ Visa and or evidence of residency in NSW
- ☐ Proof of eligible welfare payment e.g. Centrelink income statement – if applicable
- ☐ Copies of qualifications or access to usi.gov.au transcript to request Credit Transfer (for equivalent units of competencies)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. Please contact us on 1800 676 039 if you have any questions.

CHC42021 Certificate IV in Community Services

CHCPRP001 Develop and maintain networks and collaborative partnerships	CHCDFV001 Recognise and respond appropriately to domestic and family violence
CHCADV001 Facilitate the interests and rights of clients	CHCCOM002 Use communication to build relationships
HLTWHS002 Follow safe work practices for client care	CHCLEG001 Work legally and ethically
HLTWHS006 Manage personal stressors in the work environment**	CHCCOM001 Provide first point of contact**
CHCCSM009 Facilitate goal-directed planning **	CHCCCS033 Identify and report abuse**
CHCCCS020 Respond effectively to behaviours of concern**	CHCPRP003 Reflect on and improve professional practice**
CHCCCS038 Facilitate empowerment of people receiving support**	CHCCCS004 Assess co-existing needs**
CHCDIV001 Work with diverse people	

**Elective units of competency are subject to change dependant on industry need.

For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit wesleymission.org.au

View our [Wesley Mission | Privacy Policy here](#) and Download a copy of [Wesley Vocational Institute Student Handbook](#)

