



Wesley Vocational Institute (WVI)

RTO Code 90091

CHC52025 Diploma of Community Services

Course details

Information Session:	Upon application of enrolment and USI Transcript
Course duration:	24 months*
Online Workshops:	Fortnightly Evening Classes Thursdays, 5:30 PM – 8:30 PM
Location:	Online trainer led virtual classroom
Work experience/placement:	Minimum 100 hours within your place of employment or a community services environment.
Trainer/Assessor:	Sasha Dinic
Cost:	This training is subsidised by the NSW Government Smart and Skilled Funding and is part of 'NSW Fee Free' († NFF) arrangements*.



* Course duration subject to change dependent upon industry experience.

† NFF Jan–Jun 26 indicates that this qualification is fee-free for all Smart and Skilled students who enrol from 01/12/2025 and commence training from 01/01/2026 and 30/06/2026 or until funding is exhausted.

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

This qualification reflects the role of community service workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

Learning outcomes

This nationally recognised diploma equips students with practical skills in case management, advocacy, and community engagement. Learners gain the ability to support individuals and families with complex needs, while developing knowledge in ethical, legal, and culturally safe practices. It prepares graduates for diverse roles across the community services sector.



Attendance, study load and student support

You will be required to:

attend all scheduled trainer led classes, including workshops and simulated activities. (3 – 6 hours every 2 or 4 weeks, spanning 24 months);

participate in learning and undertake self-directed activities over 24 months of the program, including individual 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

Complete a minimum of 100 hours of compulsory work placement and reflection or within your current workplace.

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 relevant role within the community services sector, as described in "Who should enrol", 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](#) and is part of 'NSW Fee Free arrangements'. NFF Jan–Jun 26 indicates that this qualification is fee-free for all Smart and Skilled students who enrol from 01/12/2025 and commence training from 01/01/2026 and 30/06/2026 or until funding is exhausted.

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.

CHC52025 Diploma of Community Services

CHCLEG003 Manage legal and ethical compliance	CHCCSM012 Coordinate complex case requirements**
HLTWHS003 Maintain work health and safety	CHCADV002 Provide advocacy and representation services**
CHCDIV001 Work with diverse people	CHCMGT003 Lead the work team**
CHCCCS004 Assess co-existing needs	CHCCCS009 Facilitate responsive behaviours**
CHCCCS007 Develop and Implement service programs	CHCCCS019 Recognise and respond to crisis situations
CHCCOM003 Develop workplace communication strategies**	CHCDFV001 Recognise and respond appropriately to domestic and family violence
CHCCSM017 Facilitate and review case management	CHCMGT005 Facilitate workplace debriefing and support processes
CHCMHS001 Work with people with mental health issues**	BSBPEF501 Manage personal and professional development**
BSBLDR522 Manage people performance**	CHCPRP003 Reflect on and improve own professional practice
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCDEV005 Analyse impacts of sociological factors on people in community work and services

**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](#)

