



Wesley Vocational Institute (WVI)

RTO Code 90091

CHC32015 Certificate III in Community Services

Course details

Information Session:	By appointment
Course duration:	10 – 12 months
Online Workshops:	Fortnightly Evening Classes Tuesdays, 5:30 PM – 8:30 PM
Location:	Online trainer led virtual classroom
Work experience/placement:	Minimum 40 hours within community service organisations
Trainer/Assessor:	Tanya Campbell
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

Help others and make a difference in your community. If you're looking to take your skills in the Community Services sector to the next level, we have the perfect opportunity for you!

As part of this program, you'll get to engage in a variety of activities that could range from offering day-to-day support to individuals in community settings to assisting in the implementation of exciting community-based programs.

Who should enrol

Our program is perfect for passionate and caring individuals like you who want to receive formalised skills and accredited training in the community services sector. Whether you're just starting out or looking to level up your existing skills, we've got you covered. So why wait? Come join us and let's make a positive impact together!

Learning outcomes

By successfully completing our program, you'll develop a deep understanding of how to support and promote social welfare within your community.

But that's not all! You'll also learn essential communication skills to promote the needs, interests, and rights of your clients. You'll be a pro at advocating for those who need it most and making sure that everyone's voice is heard loud and clear.



Attendance, study load and student support

You will be required to:

- Attend scheduled virtual classes every fortnight for 3-hours and participate in simulated activities spanning the 10 – 12 months duration of the course.
- Actively engage and participate in e-learning in accordance with the timelines indicated in your Training Plan/Competency Record.
- Undertake self-directed learning activities, including individual research in your own time (estimated at 10 – 15 hours per unit of competency for the average learner). Details and expectations on these activities will be provided in your individual training plan; and
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per unit of competency).
- Complete a logbook and reflection journal containing minimum of 40 hours work placement – *see specific details listed below in Work experience/placement section of this brochure.*

Don't worry, we'll provide all the details and expectations for each activity in your individual training plan. And if you need help, student support is available by appointment with your Trainer/Assessor.

Work experience/placement

- Complete a minimum of 40 hours of work placement in the community services sector (your current role in the community services sector may contribute to these hours).
- Work experience/placement is to be organised by each individual student with the support of your trainer within a community service area of your choosing.
- 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 be a mix of activities, including role plays, simulations, written tasks, oral questions, projects and recorded observations. These assessments will take place in both simulated and actual work environments, so you can get a real feel for what it's like to work in the field.

Entry requirements

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

- 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.
- Access to a computer with Microsoft 365 or similar applications and reliable internet and browser.
- Ability to commit to attendance and study load and work experience/work placement requirements for this course.
- Provide evidence of vaccination status in line with Public Health Orders for work placement (as required).
- Willingness to complete:
 - A volunteer Working with Children Check.
 - Australian National Police Check. **
 - [New Worker NDIS Induction Module](#).
 - [NDIS Workers Screening Check](#)

** Due to the duty of care requirements of service providers, individuals with disclosable court outcomes may not be given access to services for the purpose of completing their work experience – please consider this prior to enrolling. If you wish to have a confidential discussion regarding this matter, please contact our office via the details provided below.



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 of 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.

CHC32015 Certificate III in Community Services

CHCCCS036 Support relationships with carer and family**	HLTAID011 Provide first aid**
CHCCOM005 Communicate and work in health or community services	CHCCOM001 Provide first point of contact**
HLTWHS002 Follow safe work practices for direct client care	CHCGRP001 Support group activities**
CHCCCS009 Facilitate responsible behaviour**	CHCDIV001 Work with diverse people
HLTWHS006 Manage personal stressors in the work environment	CHCCCS016 Respond to client needs
CHCADV001 Facilitate the interests and rights of clients**	CHCLEG001 Work legally and ethically**

**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](#)

