



Wesley Vocational Institute

RTO Code 90091

CHC42021 – Certificate IV in Community Services

Course details

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| Information session: | To be scheduled Starting 1 st of February 2024 |
| Commencement dates: | Between March / April **Based on min numbers |
| Course duration: | 15 Months |
| Location: | Flexible Learning – Online and Face to Face Sessions |
| Workplace reflection: | 40 hours of reflection within the workplace |
| Trainer/Assessor: | TBC |

About the course

This program offers individuals a flexible and 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

Existing workers who currently hold a Certificate III (CHC32015) level qualification and/or possess a considerable range of experience and are dedicated to making a commitment to studying and completing course requirements associated with accredited training in a Certificate IV level

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:

- Actively engage and participate in e-learning in accordance with the timelines indicated in your Training Plan/Competency Record.
- Actively engage and participate in trainer lead unit content and assessment criteria information delivery when required.
- Undertake self-directed learning and assessment activities (10 – 15hrs per week), including individual research. Details and expectations on these activities will be provided in your Training Plan/Competency Record
- 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.
- Student support is available via phone, email, face to face or via the e learning platform
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per unit of competency).

Work experience/placement

- Completion of a minimum of 40 hours work placement is a requirement of this course
- Work experience will be completed throughout the range of your normal work conditions within Community Service Sector
- Your Trainer/Assessor will undertake skills demonstration and observation assessments at appointed intervals within your workplace throughout your program.
- The Training Plan/Competency Record will provide additional detail such as indicative times of workplace visits, observations, and assessments to be conducted by the Trainer/Assessor to ensure learners are informed and prepared.

Assessment

Assessment will include a range of activities such as written tasks, oral questions, and observations within a simulated community services environment and during your work placement.

Entry requirements

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

- Satisfactory level of language, literacy, and numeracy
- Access to a computer with MS suite or similar applications and reliable internet
- Willingness to commit to the required study load over the length of the entire course

Course fees

This training is subsidised by the NSW Government. Student fees may apply.

See www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions.

How to apply

Step 1: Please register your interest by contacting our Newcastle Office on 02 4915 3641 or email sally.whiteley@wesleymission.org.au or scan the below QR Code to complete an enrolment enquiry link



Step 2: Our WVI (Wesley Vocational Institute) representative will contact you to arrange your information session

Step 3: Our WVI (Wesley Vocational Institute) representative will provide you with your Smart and Skilled notification quote, advising you of any course fees that may be applicable.

Step 4: WVI (Wesley Vocational Institute) representative will confirm your enrolment on the course and provide you with your detailed Training Plan.

Step 5: WVI (Wesley Vocational Institute) representative will contact you with additional information to prepare you for your course.

Enrolment documentation

- ☐ Unique Student Identifier (USI) number (apply here usi.gov.au)
- ☐ Proof of welfare status (if applicable)
- ☐ Certified copies of qualifications to request for Credit Transfer

Other essential information

Participant numbers for this course are strictly capped to ensure optimal learning conditions.

| CHC42021 Certificate IV in Community Services | |
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| CHCDIV001 - Work with diverse people | HLTWHS002 – Follow Safe work Practices for client care |
| CHCLEG001 - Work legally and ethically | CHCPRP001 – Develop and maintain networks and collaborative partnerships |
| CHCCOM002 – Use communication to build relationships | CHCADV001 - Facilitate the interests and rights of clients |
| CHCCCS004 – Assess coexisting needs | CHCCCS020 - Respond effectively to behaviours of concern |
| CHCMHS001 – Work with people with Mental Health Issues | CHCCCS019 – Recognise and respond to crisis situations |
| CHCCOM001 – Provide first point of contact | CHCPRP003 – Reflect on and improve professional practice |
| CHCCCS038 – Facilitate empowerment of people receiving support | HLTWHS006 – Manage personal stressors in the work environment |
| CHCDFV001 – Recognise and respond appropriately to domestic and family violence | |

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