



# Wesley Vocational Institute

RTO Code 90091

## CHC32015 – Certificate III in Community Services

### Course details

<b>Information session:</b>	Wednesday 14 <sup>th</sup> February 2024 10am
<b>Course Commencement:</b>	Wednesday 21 <sup>th</sup> February 2024
<b>Course duration:</b>	10 months
<b>Face to face workshops:</b>	1 day per week, 9.30am – 2.30pm
<b>Location:</b>	Wesley, 82 Victoria Street Grafton NSW 2460
<b>Work experience/placement:</b>	Minimum 40 hours within community service organisations
<b>Trainer:</b>	Kellie Donnelly

### About the course

This program offers individuals the opportunity to gain a qualification and experience that provides a pathway to many areas within the community services sector.

### Who should enrol

Individuals seeking the opportunity to receive accredited training in the community services sector. Applicants should possess a calm, patient nature and should be capable of operating within an environment that deals with a broad range of challenging social and welfare related issues.

### Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification in a sector that offers opportunities for employment within programs that assist many “at risk” members of our communities.

## Attendance, study load and student support

You will be required to:

- Attend all scheduled face to face classroom delivery (including simulated activities), this includes five hours per week, one day a week throughout the 9 month program (excluding course breaks);
- Participate in all required online e-learning (approximately six hours for HLTAID011, which includes self-paced online e-learning;
- 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).

Student support is available prior and at the end of each session. Scheduled support sessions will also be available.

## Work experience/placement

- Complete a minimum of 40 hours of work placement within the 9 month program.
- Work experience is to be organised by each individual student with the support of your trainer within a community service area of your choosing.
- Work experience days, times and frequency to be arranged by each individual in order to accommodate any existing care requirements.
- 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 such as written tasks, oral questions and observation within a simulated community services environment and during your workplacement in the workplace.

## Entry requirements

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

- Satisfactory level of language, literacy and numeracy
- Willingness to complete an Australian National Police Check\*
- Willingness to complete a Working With Children Check
- Ability to commit to attendance and study load and work experience/workplacement requirements for this course
- Be an Australian or New Zealand citizen or Australian Permanent Resident.

*\* 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 the NSW Government. Student fees may apply.

See [www.smartandskilled.nsw.gov.au](http://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:** Contact the Port Macquarie office on 6588 1700 or [Tamara.Fahy@wesley.mission.org.au](mailto:Tamara.Fahy@wesley.mission.org.au) register your interest at least two weeks prior to the start date.
- Step 2:** The WVI representative will make contact with you to arrange your receipt of pre-course paperwork.
- Step 3:** The WVI Course Advisor will provide you with your Smart and Skilled notification quote, advising you of any course fees that may be applicable.
- Step 4:** Attend the WVI information session and complete mandatory language, literacy and numeracy assessment.
- Step 5:** WVI representative will advise you if you have been accepted into the course and provide you with your detailed Training Plan.
- Step 6:** Complete and return your enrolment paperwork.
- Step 7:** WVI representative will contact you with additional information to prepare you for your course.

## Enrolment documentation

Enroll now by clicking the below link or scanning the QR Code:

**[Enquire/enroll now](#)**



## Other important information

Participant numbers for this course is strictly capped to ensure optimal learning conditions. Please contact us on 6588 1700 if you have any questions.

CHC32015 Certificate III in Community Services	
CHCCOM005 - Communicate and work in health or community services	HLTWHS006 - Manage personal stressors in the work environment
CHCDIV001 - Work with diverse people	CHCLEG001 - Work legally and ethically
HLTWHS002 - Follow safe work practices for direct client care	CHCCCS016 - Respond to client needs
CHCPRP001 - Develop and maintain networks	CHCCCS004 - Assess co-existing needs
HLTAID011 – Provide First Aid	CHCMHS001 - Work with people with mental health issues
CHCCOM001 Provide first point of contact	CHCADV001 - Facilitate the interests and rights of clients

**For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit [wesleymission.org.au](http://wesleymission.org.au)**