



Wesley Vocational Institute

RTO Code 90091

CHC52021 – Diploma of Community Services

Course details

Information session:	Enrolment interview to be completed upon application
Course dates:	June / July 2024
Course duration:	12 Months
Online workshops:	1 session per FORTNIGHT, 10am – 12pm
Location:	Trainer Led Virtual Classroom
Work experience/placement:	Minimum 200 hours
Trainer/Assessor:	Tracey McKenzie

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

This qualification is intended for graduates of the Wesley Vocational Institute Certificate IV in Community Services (CHC42021 or CHC42015) and who are committed to increasing their skills, knowledge and expertise across the fields of community services or leadership and management. Learners who will be able to commit to the duration of the course as well as the increased volume of learning and expectations which come with a Diploma level qualification.

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, assessment, study load and student support

You will be required to:

- Attend all scheduled trainer led online virtual classes, including workshops and simulated activities, this includes 2 hours every 2 weeks;
- Student Support will be offered by appointment on a monthly basis either face to face in our Newcastle Office or via Teams
- Participate in learning and undertake self-directed activities, 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);
- Assessment will include a range of activities including role plays, simulations, written tasks, oral questions, projects and observation in the workplace and simulated environment.

Work experience/placement

- Complete a minimum of 200 hours of compulsory work placement or workplace evidence.
- Students will source their own work placement with assistance from their trainer or are employed in the sector.
- Students are encouraged to complete as many hours as host employers will provide.
- Host employers must be approved by the Trainer/Assessor. Hours must be completed in a schedule that is agreed upon between the student, host employer, and within training package rules. 200 hours must be completed before the course end date.
- During work placement within the place of employment or a community services environment, students are required to complete detailed logbooks and observation tasks and submit them to the Trainer/Assessor upon completion.

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 expression of interest by contact our Newcastle Office on 02 4915 3641 or email sally.whiteley@wesleymission.org.au or natalie.murphy@wesleymission.org.au

Step 2: Our Wesley Vocational Institute representative will make contact with you to arrange your receipt of pre-course paperwork.

Step 3: Participate in a pre-enrolment interview

Step 4: Our Course Advisor will provide you with your Smart and Skilled notification quote, advising you of any course fees that may be applicable.

Step 5: Upon completion of the LLN our team will advise you of your acceptance into the course and provide you with your detailed Training Plan.

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 important information

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

CHC52021 Diploma of Community Services

CHCLEG003 Manage legal and ethical Compliance	CHCPRP003 Reflect on and improve own professional practice **
HLTWHS003 Maintain work health and safety	CHCMGT005 Facilitate workplace debriefing and support processes
CHCDIV001 Work with diverse people **	CHCDEV006 Analyse information for service planning and delivery
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	CHCCOM003 Develop workplace communication strategies
CHCDFV001 Recognise and respond appropriately to domestic and family violence **	CHCCCS009 Facilitate responsible behaviour
CHCDEV005 Analyse impacts of sociological factors on people in community work and services	CHCMHS013 Implement trauma informed care
CHCCCS019 Recognise and respond to crisis situations **	CHCCSM012 Coordinate complex case requirements
CHCCSM013 Facilitate and review case management	CHCPRP001 Develop and maintain networks and collaborative partnerships **
CHCCCS004 Assess co-existing needs **	CHCCOM002 Use communication to build relationships **
CHCCCS007 Develop and Implement Service Programs	CHCMHS001 Work with People with mental health issues **

** Denotes Credit Transfer due to completion of Certificate IV in Community Services (CHC42021 or CHC42015)

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