

Certificate III in Community Services Work – CHC30108

Australian Workplace Training offers Certificate III in Community Services Work in 2 delivery modes.
Online (E-Learning) and Externally

This qualification applies to community work delivered through a broad range of services which provide support for individuals and groups. At this level support workers and case workers may provide day-to-day support in community settings and/or provide assistance with entitlements and benefits under the broad direction of others. This qualification is available as a broad-based qualification or with a focus on either community services or community development work.

Occupational titles may include:

- Neighbourhood Centre Worker
- Community Care Worker
- Juvenile Justice Officer
- Support Worker (community based)
- Aboriginal or Torres Strait Islander community development worker

An interview with a Trainer will be arranged prior to your enrolment. In this interview any difficulty you might experience with your training will be discussed, these may be language, literacy or physical disabilities. If you have any concerns or special needs please discuss them with the trainer during the interview as support could be available for you.

External and Online students study this course at their own pace, however it is anticipated the course will be completed in approximately twelve months, it can be completed earlier depending on the individual. Students work at home with self paced units and have access to a trainer either face to face or by phone, fax, correspondence and email for assistance. Students are required to attend block training for First Aid, Manual Handling and Personal Care training as well as monthly contact with their trainer.

A current Police Certificate (within the last 12 months) will be required before work placement is commenced. It is your responsibility to apply and pay any costs associated with the Police Clearance. A current Police Clearance is a requirement of industry.

During the course 'work experience' is to be arranged by the student at a suitable venue(s). At the end of the course you will be expected to have completed a minimum of 100 hours of 'work experience' to enable the assessment of your ability to implement your training under working conditions. Please discuss this with your trainer at your interview.

The qualification is achieved by 'successfully completing' all the suggested units. This can be achieved by participating in training sessions, completing assignments and by demonstrating your ability by putting the learning into practice under working conditions during the 'work experience'. Skills Recognition is available.

Please Turn Over

AUSTRALIAN WORKPLACE TRAINING

REGISTERED TO DELIVER AND ASSESS NATIONALLY ACCREDITED TRAINING

Certificate III in Community Services Work

This qualification consists of 13 units; 8 compulsory and 5 elective.
A wide range of elective units are available to address workplace requirements.

Course Structure

Unit

Title

Compulsory

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|--------------|--|
| CHCADMIN305D | Work within the administration protocols of the administration |
| CHCCD412A | Work within a community development framework |
| CHCCOM302C | Communicate appropriately with clients and colleagues |
| CHCCS308B | Provide first point of contact |
| CHCCS411A | Work effectively in the community sector |
| CHCNET301D | Participate in networks |
| CHCORG303A | Participate effectively in the work environment |
| CHCOHS312A | Follow safety procedures for direct care work |

Elective

| | |
|------------|---|
| HLTHIR403B | Work effectively with culturally diverse clients and co-workers |
| HLTHIR404B | Work effectively with Aboriginal and/or Torres Strait Islander people |
| CHCINF302C | Maintain the organisations information systems |
| CHCAD401D | Advocate for clients |
| HLTFA301B | Apply first aid |

Delivery Mode:- Internet or distance learning (paper based) with internet and phone support.
As well arranged face-to-face support for South East residents only once per month.

Each unit includes the relevant training and assessment materials required to achieve competency.

Cost

Study = \$200.00 per unit (\$2,600.00)
Work placement T Shirt = \$25.00 each
Work placement Badge = \$4.00 each

Recognition of Prior Learning available
Credit Transfer available

For more information please contact **Australian Workplace Training** on **08 8282 7600**

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