

Diploma of Community Services Coordination — CHC52208

Australian Workplace Training offers the Diploma of Community Services Coordination in 2 delivery modes.
Online (E-Learning) and Externally

This qualification addresses work across the community sector, in organisations involved in community work, community development and community care services and volunteer programs, in a range of settings such as residential facilities, group homes, community agencies and government departments. These workers apply knowledge and skills gained through qualifications or previous experience to resolve problems within organisation guidelines, they coordinate specific programs and/or projects and supervise and/or coordinate a limited number of lower classified workers or volunteers and they may also undertake a first line management role.

Occupational titles may include:

- Coordinator
- Manager of Volunteers
- Program or Service manager
- Supervisor
- Team Leader
- Unit Manager

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 expected the course will be completed in under 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 sessions, as well as a 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 application of skills and 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 overleaf. 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



To gain entry into this course you need to have previous work experience in the community sector in a job role that involved self-directed application of knowledge, the exercise of independent judgement and decision-making and a range of technical and other skills.

The certificate consists of 14 units; 7 compulsory and 7 elective.

A wide range of elective units are available to address workplace requirements.

Course Structure

Unit code

Unit title

Compulsory units

CHCADMIN508A	Manage limited budgets and financial accountabilities
CHCCOM504A	Develop, implement and promote effective workplace communication
CHCCS502A	Maintain legal and ethical work practices
CHCCS502A	Provide supervision support to community sector workers
CHCCS513A	Maintain an effective community sector work environment
CHCINF505C	Meet statutory and organisation information requirements
HLTOHS400A	Maintain OHS processes

Elective units

CHCCS512B	Develop a service delivery strategy
CHCES502B	Research and report on labour market information
CHCES511A	Manage contracted employment services
CHCNET501A	Work effectively with other services and networks
CHCORG423A	Maintain quality service delivery
CHCORG428A	Reflect on and improve own professional practice
CHCORG501A	Facilitate workplace change and direction

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

Cost

Study = \$250.00 per unit (\$3,500.00)
Recognition of Prior Learning available
Credit Transfer available

Work placement T Shirt = \$25.00 each
Work placement Badge = \$4.00 each

Discounts may be available

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

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