



CERTIFICATE IV IN COMMUNITY SERVICES

OVERVIEW

Develop the skills and knowledge you need to work as a community service worker, designing and delivering person-centred services to individuals and/or groups. Learn to provide support, advocacy or interventions to individual clients, groups or communities across a range of services. Your work may take place in a community service, case work or case management context and may apply to a range of groups who experience disadvantage within our communities.

COMPULSORY UNITS

CHCADV001 Facilitate the interests and rights of clients
CHCCCS004 Assess co-existing needs
CHCCOM002 Use communication to build relationships
CHCDIV001 Work with diverse people
CHCLEG001 Work legally and ethically
CHCPRP001 Develop and maintain networks and collaborative partnerships
HLTWHS003 Maintain work health and safety
CHCCCS019 Recognise and respond to crisis situations
CHCGRP002 Plan and conduct group activities
CHCMHS001 Work with people with mental health issues
CHCCDE003 Work within a community development framework
HLTAID011 Provide First Aid
CHCCOM001 Provide first point of contact
CHCCSM005 Develop, facilitate and review all aspects of case management
CHCDFV001 Recognise and respond appropriately to domestic and family violence

SELECTABLE UNITS

Additional selectable units may apply.

ASSESSMENT

The method of assessment varies and can include (but is not limited to):

- Observation in the workplace or simulated environment
- Written tasks, including quizzes
- Research tasks, including projects
- Portfolios
- Oral presentations
- Group work

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF Qualification.

CAREERS

Aboriginal Health Education Officer, Community Support Worker, Domestic Violence Worker, Women's Health Educator, Case Worker (Community Services), Outreach Officer, Aboriginal Intake and Referral Worker, Early Intervention Homelessness Worker, Peak organisation worker, Community Education Worker, Welfare Support Worker, Court Support Worker, Support Worker (Community Services), Information and Referral Worker, Personal Adviser, Health Education Officer, Community Legal Officers, Welfare Rights Worker, Tenant Advice and Advocacy Worker, Family Support Worker, Phone Advice Worker

DELIVERY METHODS

- Blended – Teaching and assessment will be conducted on-campus and online.
- Traineeship – Teaching and assessment will be required to be conducted as part of a traineeship

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

Full-time: 10 months

DELIVERY SCHEDULE

- On-campus/blended -2 days per week (days to be advised).
- Traineeship - Individual training plans will be developed in consultation with your employer, as part of your traineeship.

FIELD PLACEMENT

Students are required to complete a work-related project.

You must now be fully (third dose or booster) vaccinated to attend a healthcare, aged care or disability setting

A change to the COVID-19 Pandemic Orders was implemented on 12 January regarding vaccination requirements for healthcare workers. This requires students to provide evidence of their COVID-19 third dose vaccination status, or a medical exemption by an authorised medical practitioner, to be permitted onsite.

- If you are affected by this change, your teachers will contact you directly to provide instructions on how to submit evidence of your third dose (booster) vaccination or eligible medical exemption.

REQUIREMENTS

- Successful applicants for this course will be required to obtain a Working with Children's Check and will be asked to apply for a National Police check.
- Successful applicants for this course will be required to provide evidence of immunisation records.

FEES

From 1 January 2019, Free TAFE for Priority Courses is a Victorian Government program that will pay your tuition fees to study in this selected course at Wodonga TAFE, if you're eligible, subject to minimum numbers.

Government Funded \$3,551.00 (Tuition \$3,487.50, Materials \$63.50)

Concession \$761.00 (Tuition \$697.50, Materials \$63.50)

Fee For Service \$4,713.50 (Tuition \$4,650.00, Materials \$63.50)

FEES ADDITIONAL INFORMATION

Additional course costs that may apply

Please note depending on individual circumstance there may be additional costs that apply throughout the completion of your qualification. These will be discussed further with your Course Coordinator, and may include:

- Working With Children Check
- National Police Check
- Vaccination requirements.

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'How to Apply' tab on the Wodonga TAFE website.

MATERIALS FEES

- Student name badge
- Project resources

HOW TO APPLY

Apply via the 'Apply now' button in the course information page. If the course is not available for online application, register your details via the 'Enquire Now' form to be notified when future dates are scheduled, or to chat to our friendly Customer Experience team.

- Once you submit an application for this course you will receive a separate email from LLN Robot to complete a Learning, Reading, Writing, Oral and Numeracy assessment online. Please check your junk mail if this does not come to your inbox. All students are asked to complete an LLN assessment to determine any support requirements and to ensure the course and mode of delivery is suitable for the student.
- Please allow one hour to complete the LLN Robot assessment. You will need a computer with speakers or headphones as there is an audio section in the assessment.
- Your LLN Assessment will need to be completed one week after receiving it to progress your application to the next stage, or your application may be withdrawn due to inactivity.
- If you are unable to access the LLN Robot assessment link please contact our Customer Experience team **as soon possible**.
- Note: Completion of the LLN Robot assessment does not guarantee a place in the course at Wodonga TAFE. Numbers are limited and selected applicants will be contacted to attend an interview. If an applicant is not accepted into their preferred course they will be contacted and provided information on alternate pathways and/or courses.

For traineeship information and enrolments, the Australian Apprenticeship Support Network (AASN) is your first point of contact for queries about a traineeship or apprenticeship, www.australianapprenticeships.gov.au/about-aasn.

Please note: We reserve the right to close course intakes early. Many courses have limited places and high demand. Early applications are recommended. We reserve the right to cancel intakes and courses if there are insufficient student numbers.

OTHER INFORMATION

For those applicants with relevant industry experience recognition of prior learning (RPL) may be applied for. This is determined on a case by case basis.

PATHWAYS

This course provides graduates with the academic skill to transition to the Diploma of Community Services (with several credits applied from the Certificate IV to the Diploma). The Diploma of Community Services course with Wodonga TAFE also offers opportunities for credit towards study at university level. The Diploma of Community Services qualification as delivered by Wodonga TAFE is accredited by the Australian Community Workers Association (ACWA) through a rigid registration process to ensure content of the course meets industry requirements. The Department of Families, Fairness and Housing in Victoria only provides vocational education and training-level work experience and job opportunities to students from ACWA-accredited courses - as do government organisations in other states such as the Northern Territory, Western Australia, and Queensland. As greater numbers of employers, including government departments, take a risk management approach to recruitment, they are increasingly relying on third-party endorsements from peak body organisations such as ACWA, for assurance that community service qualifications are sound and in line with industry requirements.

WHEN YOU CAN ENROL

- On-campus/blended: Please register your details via the 'Enquire Now' button to be notified when future intakes are scheduled.
- Traineeship: You will enrol with Wodonga TAFE as part of your traineeship with your employer. The Australian Apprenticeship Support Network (AASN) is your first point of contact for queries about a traineeship or apprenticeship, www.australianapprenticeships.gov.au/about-aasn.