



# CERTIFICATE II IN COMMUNITY SERVICES

## OVERVIEW

Are you ready to make a difference? Take the first step towards a job that matters, with a qualification to get you started.

This course is an ideal starting point, whether you are a school leaver or returning to study, or exploring future career options. You will find out more about rewarding career opportunities in the Health and Community Services sector and discover the many career pathways available. Throughout the course you will gain skills and knowledge for work in entry-level roles under direct supervision, where you are part of a team providing support to individuals and communities.

## COMPULSORY UNITS

CHCCOM001 Provide first point of contact  
CHCCOM005 Communicate and work in health or community services  
CHCDIV001 Work with diverse people  
HLTWHS001 Participate in workplace health and safety  
BSBWOR202 Organise and complete daily work activities  
CHCVOL001 Be an effective volunteer  
FSKDIG03 Use digital technology for routine workplace tasks  
BSBPFE201 Support personal wellbeing in the workplace  
FSKOCM007 Interact effectively with others at work

## ASSESSMENT

The assessments will include the validation of underpinning knowledge, skills and attributes required to meet the course outcomes. A range of assessment strategies to meet different learner needs will be selected. Assessment strategies may include quizzes, oral presentations, interviews, group projects.

## CERTIFICATION

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

## CAREERS

Jobs may include entry level roles where you work under direct supervision in support work roles within Health and Community Service organisations – Aged Care / Disability Support / Residential Support.

## 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: 4 months

### DELIVERY SCHEDULE

- On-campus/blended: 2 days per week (Thursdays and Fridays) 9.30am-3pm. Course delivery is through blended delivery which is a combination of on-campus attendance supported by online learning. Students are required to attend on-campus classes two days per week.
- Traineeship - Individual training plans will be developed in consultation with your employer, as part of your traineeship.

### REQUIREMENTS

On receipt of your course application you will be emailed an 'Application Requirement Questionnaire' electronic form and you will be required to provide evidence of a Working With Children's Check (WWCC).

### FEES

Government Funded \$816.25 (Tuition \$796.25, Materials \$20.00)

Concession \$179.25 (Tuition \$159.25, Materials \$20.00)

Fee For Service \$1,000.00 (Tuition \$980.00, Materials \$20.00)

### 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.

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 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

### HOW TO APPLY

Apply online now via the 'Apply Now' button. 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 both a Digital Assessment and a Learning, Reading, Writing, Oral and Numeracy Assessment (LN Assessment) online.

Please check your junk mail if this does not come to your inbox. All students are asked to complete the Digital and LN assessments 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 Digital and LN assessments. You will need a computer with speakers or headphones as there is an audio section in the LLN assessment.

Your LN and Digital assessments 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 LN assessment or the Digital assessment links please contact our Customer Experience team as soon possible.

Note: Completion of the LN and Digital assessments 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](http://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.

### PATHWAYS

As a successful graduate there are further study pathways available. These include qualifications such as Certificate III in Individual Support (Ageing or Disability specialisations), Certificate III in Health Services Assistance, or Certificate IV in Community Services.

### WHEN YOU CAN ENROL

- On-campus, April 2024 intake commencing 18 April, apply online now.  
Note: If applications are not open, please register your details via the 'Enquire Now' button to be notified when course dates 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](http://www.australianapprenticeships.gov.au/about-aasn).