



KYC Consultancy PTY LTD

Registered Training Organisation

Diploma of Community Services Work

What Qualification will I attain?

You will receive a Diploma of Community Services Work (CHC50612) once you have completed all of the units in the course. CHC50612 is a current qualification. The diploma has also been upgraded (superceded) to the CHC52015 Diploma of Community Services to ensure that current industry requirements are met. Talk to KYC staff around the changes and what it means for you and your study.

What if I do not complete the entire course?

You will receive a Statement of Attainment for all of the units that you successfully complete.

What jobs might I gain from completing this course?

This qualification provides you with the knowledge and skills that underpin service delivery, working with clients or programming that supports clients, community education and development projects. This level of qualification may also see the responsibility of other staff and / or volunteers.

The following are example areas of what occupations may result in achieving this qualification:

- Assessor
- Case coordinator
- Case worker or manager
- Client service assessor
- Community services worker
- Community worker
- Coordinator
- Coordinator family services
- Early intervention worker
- Family support worker
- Group facilitator / coordinator
- Community education worker
- Researcher
- Program coordinator or manager
- Senior youth officer
- Social welfare worker
- Support facilitator
- Welfare worker

Am I eligible to do this qualification?

To gain entry into this course there are a number of requirements for you to consider. If you are interested in the course, a trainer will sit with you and talk through all of the requirements and options for you.

The following are pathways into the course which candidates can be assessed upon:

- 1) *Having completed a Certificate IV in Community Services Work or having completed Units CHCCS411C Work effectively in the community sector and HLTHIR403C Work effectively with culturally diverse clients and co-workers*
- 2) *Have industry experience and knowledge of community work or community services that would see you able to successfully complete the course*



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- 3) *You will be required to apply for a Working with Children Check Blue Card as part of enrolment. This card allows you to work with children and young people as part of your study and vocational placement. KYC staff are happy to talk through the Blue Card criteria prior to enrolment.*

This course will also provide the opportunity to undertake vocational placement in a community service that will require students to commit to a total of 240 hours to complete. Trainers can assist you with working out a suitable work placement and how the hours can be managed. The Supervisor in the organisation that you are placed with will assist in the assessment of your ability to work at level required. Recognised prior learning (RPL) is available for those that have worked in the industry but have not had the opportunity to undertake formal training. RPL can be assessed as part of enrolment.

How long does the course go for?

This qualification will be delivered over 76 weeks with attendance 2 days per week, 7 hours per day including your 240 hours of work experience. The total hours of learning = 1,400 hours including your work experience of 240 hours. Course times may vary from 9am to 9pm in 4 - 7 hour blocks to suit the needs of students.

The course is delivered face to face in a friendly group environment plus self-paced learning to undertake research, and to complete your assignments that are not completed in the class. It is important that you attend the class sessions as much as possible so that any assessments done in class time are met. Additional evening support classes can be arranged where required. Please talk to your trainer for these options.

Vocational Placement:

This is your vocational placement opportunity to undertake experience in the community services sector to assist you with bridging of classroom, research and study skills to the practical areas of working within the sector. It is important to gain as much knowledge and skills as you can to assist you to complete your course. Your placement will be in two parts with 80 hours undertaken in the first 6 months of the course and 160 hours in your last 6 months of the course. KYC will assist you to work out the arrangements for work experience with your Supervisor.

You will receive a Student Vocational Placement Book that you will record your workplace activities in which will be approved by your workplace supervisor. The booklet will cover all areas of your classroom learning so that you can match the practical areas to the theory and study that you have learned.

What further study pathways will the diploma provide?

The Diploma of Community Services Work provides pathways to undertake advanced diplomas or receive credit towards the social sciences through universities. If further study is part of your career plan, ask KYC staff to assist with mapping your future learning or



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contact a provider to find out what credits or requirements are needed to meet your future study.

When will the course start?

Before enrolling in the course, KYC will provide a trainer to sit with you and undertake an assessment to make sure that this course is the best option for you and your learning.

Assessment and enrolments commence across the year. If the assessment sees you suited to the course, you can enrol to commence your learning journey. Course starts are available throughout each year.

What will I learn?

*This qualification requires students to complete 18 units that is made up of 11 core units (must be completed) and 7 electives (choices that KYC has added to see a strong range of skills and competence). The Diploma of Community Services Work units are reviewed and updated as new learning developments occur. All of the units offered are current with some units having been updated (superseded), that will be added to the scope of units. The units with * beside them have been superseded and will be updated to give you the most current learning in the industry.*

The following are the units that you will undertake:

National Unit Code	Title	Status	Hours
CHCCD514B *	Implement community develop strategies	Core	70
CHCCM503C *	Develop, facilitate and monitor all aspects of case management	Core	75
CHCCOM504B	Development, implement and promote effective workplace communication	Core	60
CHCCS500B *	Conduct complex assessment and referral	Core	65
CHCCSL501A *	Work within a structured counselling framework	Core	60
CHCCW503A	Work intensively with clients	Core	75
CHCGROUP403D *	Plan and conduct group activities	Core	50
CHCLD415A *	Confirm client developmental status	Core	60
CHCLD514B *	Analyse impacts of sociological factors on clients in community work	Core	100
CHCORG428A *	Reflect on and improve own professional practice	Core	60
HLTWHS300A *	Contribute to WHS processes	Core	20
CHCAD504B *	Provide advocacy and representation services	Elective Group A	80
CHCCS400C *	Work within a legal and ethical framework	Elective Group B	50



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HLTHIR404D *	Work effectively with Aboriginal and / or Torres Strait Islander people.	Elective Group C	40
CHCYTH301E	Work effectively with young people	Elective Group C	40
CHCPOL505B	Manage research activities	Elective Group C	75
CHCCD402B *	Develop and deliver community education projects	Elective Group C	50
CHCCS421B	Undertake community sector work within own community	Includes Vocational Placement	240
In class, self-paced and Vocational Placement Qualification hour's requirement.		Total	1270

What support is available to assist me while I study?

Sometimes life does not go as planned and circumstances happen that see life change. KYC staff are happy to talk through any issues that may impact on your study and assist with the best options to complete your course or other options that may best suit you.

The KYC facility is fully accessible for persons living with a disability including access ramps and toilet facilities. KYC staff are keen to support your learning needs and assist you with your learning and career aspirations.

How much does it cost?

The full fees for this course are \$5,400.00, which includes all of the above information. Individual units are \$300.00 each with options for recognised prior learning. There are also options for financial support available to eligible students and KYC will sit down with you and look at all of the options available so that you can make an informed decision around the financial aspect of your course. Fee details including refunds are included in your Student Handbook and online at www.kyc.org.au.

Where to from here?

KYC staff are always available to have a chat about this qualification and provide further information on the course and if it is suited to your learning needs. Please call us on the below numbers to set up a time for a trainer to meet with you and talk through your needs for learning and your career options.

We are at:

KYC Consultancy

14/110 Morayfield Road, Caboolture South QLD 4510

Telephone: 07 5428 3589 or 0401 964 730

Fax: 07 5428 3561

Email: kim@kyc.org.au

Website: www.kyc.org.au

We look forward to meeting and sharing your learning journey!