




COURSE BROCHURE

# CHC52015 DIPLOMA OF COMMUNITY SERVICES

This brochure provides all the information you need to  
know about enrolling in the CHC52015 Diploma of  
Community Services

## Course Details

Provider Name	Vocational Training Institute (VTI)	
RTO Code	41111	
CRICOS Code	03487C	
Course Code & Name	CHC52015 Diploma of Community Services	
CRICOS Course Code	105579F	
Training Location/s	<b>Melbourne</b> - Level 3, 190 Queen Street, Melbourne 3000 Victoria	<b>Hobart</b> - Level 2, 116 Bathurst Street, Hobart 7000 Tasmania
Work Placements	100 hours of unpaid work placement is available in multiple locations within Victoria/Tasmania and is dependent upon availability at the time placement commences, on a case-by-case basis ( <i>work placement days and start and finish times may vary</i> )	
Delivery Mode	Face to face and work placement	
Duration	52 weeks, including 40 study weeks, 4 weeks work placements and 8 weeks of holidays	
Study Load	20 hours per week	

VTI reserves the right to discontinue or alter any course date, fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with VTI's Refund Policy available at VTI website <https://www.vocationalinstitute.com.au>.

## Course Overview

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

To achieve this qualification, the candidate must have completed at least 100 hours (unpaid) of work as detailed in the Assessment Requirements of the units of competency.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/CHC52015>

## Who should apply for this course and why?

This course is targeted at international students who are:

- Seeking to pursue a career in community services
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in community services management roles. Further education pathways may include the CHC62015 Advanced Diploma of Community Sector Management or higher education qualification in community services.

## Course Structure

Eight (8) core units and eight (8) elective units are required for the award of the CHC52015 Diploma of Community Services. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.



S No.	Code	Title	Core/ Elective
1.	CHCCCS007	Develop and implement service programs	Core
2.	CHCCOM003	Develop workplace communication strategies	Core
3.	CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	Core
4.	CHCDIV003	Manage and promote diversity	Core
5.	CHCLEG003	Manage legal and ethical compliance	Core
6.	CHCMGT005	Facilitate workplace debriefing and support processes	Core
7.	CHCPRP003	Reflect on and improve own professional practice	Core
8.	HLTWHS004	Manage work health and safety	Core
9.	BSBHRM506	Manage recruitment selection and induction processes	Elective
10.	CHCCSM005	Develop, facilitate and review all aspects of case management	Elective
11.	BSBMGT516	Facilitate continuous improvement	Elective
12.	BSBRISK501	Manage risk	Elective
13.	CHCCDE011	Implement community development strategies	Elective
14.	CHCCSL002	Apply specialist interpersonal and counselling interview skills	Elective
15.	CHCPRP001	Develop and maintain networks and collaborative partnerships	Elective
16.	BSBWOR502	Lead and manage team effectiveness	Elective

## Training and Assessment Information

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study and workplace based training.

**You are required to attend classes for 20 hours per week for 40 study weeks (4 terms of 10 weeks), 100 hours of unpaid work placements over 4 weeks and 8 weeks of holidays.**

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

In addition to classroom based learning, you will also need to complete 5 hours of additional, unsupervised study per week including general reading and research for assessments.

The work placement component is a total of 100 hours (unpaid) which will be completed during the course. VTI will assist you to find a work placement or you can find your own. Your work placement will be discussed in detail with you once you start your course. Students are required to organise their own travel to and from these facilities and may be required to undertake placement in regional areas. Students may require to obtain the AFP police check and working with vulnerable people check at their own expense.

You will also need to complete assessments for this course which may include but not limited to:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations
- Portfolios/journal
- Workplace hours log

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms and you will be able to access the Wi-Fi.

## Facilities and Equipment

Training rooms, including desks, chairs, whiteboard and overhead projector/TV.

Computers with Microsoft Office and access to the Internet. There are also areas for you to relax, as well as conduct additional study. You will be provided with a Student Guide relevant to each unit in your course.

## Course Progress and Attendance

Satisfactory course progress and attendance (minimum 80%) is very important in order to meet the course requirements. You will also be provided with further information about the course progress and attendance requirements at your orientation.

## Student Support Services

VTI offers the following in relation to support and welfare but not limited to:

- One-to-one support from the trainer/assessor
- Support with personal issues
- Access to additional learning resources
- Reasonable adjustment in assessment
- Social events
- Information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy. VTI will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs. All the students commencing this course are required to complete VTI's LLN test on the orientation day to assist VTI to identify student's needs for additional support during their study with VTI.

## Course Delivery and Assessment Methods

This program is delivered in the classroom and in the workplace through a supervised work placement.

VTI uses a range of techniques during face-to-face delivery including trainer presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations etc. The context of the simulated workplace environment will be incorporated into delivery methodologies and students will complete tasks to appropriate workplace standards. Delivery methodologies employ terminology, equipment, resources, materials, contexts, practices etc.

## Training Materials

VTI has a complete set of training materials which includes community services work student user guide, trainer guides, student guides and PPTs etc. for each unit that has been developed to meet the needs of the course.

## Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect the duration of the course. VTI will advise you in writing of changes to the course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment (if applicable).

For further details please refer to VTI website <https://www.vocationalinstitute.com.au/policy/> or visit VTI campus.

## What are the Entry Requirements?

VTI has the following entry requirements:

You must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old with no band score less than 5 in each module).

English language competence can also be demonstrated through documented evidence of any of the following:

- IELTS score of 4.5 or equivalent with an ELICOS (minimum of 20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (minimum of 10 weeks) to be taken before the course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper-Intermediate level; OR

- Educated for 5 years in an English speaking country (Australia, United Kingdom, United States of America, Canada, New Zealand, South Africa or the Republic of Ireland); OR
- An applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, United States of America, Canada, New Zealand, or the Republic of Ireland; OR
- Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa; OR
- Successful completion of an Oxford English Placement Test (score 62-B2)

*\*Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.*

## How much does it Cost?

The costs for this course are as follows:

Campus Location	Melbourne	Hobart
Tuition Fee	AUD \$12,000	AUD \$12,000
Material Fee	AUD \$500	AUD \$500
Enrolment Fee <i>(non-refundable)</i>	AUD \$250	AUD \$250
<b>Total Course Fee</b>	<b>AUD \$12,750</b>	<b>AUD \$12,750</b>

*Please contact VTI marketing team for current promotional prices at [marketing@vocationalinstitute.com.au](mailto:marketing@vocationalinstitute.com.au)*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees on time. Non-payment of fees may result in cancellation of enrolment.



You are also required to take out Overseas Health Insurance Cover before arriving in Australia. We provide details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/>

## How Can I Apply?

To apply for this course, you are required to complete an International Student Application Form and submit copies of the following supporting documents must be included when you submit your application including the English translation of documents (where applicable). Applications that are submitted without necessary supporting documents will be delayed in processing.

- Passport copy
- Academic Transcripts and Qualifications
- Copy of Australian visa and CoE (if applicable)
- Proof of English language proficiency

## Where to from here?

After receiving the above-mentioned documents. If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to ensure that you are happy with VTI's all terms and conditions. If you are, then simply sign the Offer Letter and Student Agreement and make the initial deposit and send it back to us for the issuance of Confirmation of Enrolment (CoE).

VTI will notify you about the orientation and induction date and time. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress and attendance requirements, payment plan, course outline etc.

**Please note:** VTI will not enrol any student, which conflict with the obligation under Standard 7 "Overseas Student Transfers" of National Code 2018.

*Please visit VTI website for third party (Education agent) recruitment <https://www.vocationalinstitute.com.au>*

## For direct admissions, please contact VTI directly on below mentioned details



### Melbourne Campus

Level 3, 190 Queen Street,  
Melbourne VIC 3000

Ph: +613 9017 7817

### Hobart Campus

Level 2, 116 Bathurst Street, Hobart  
TAS 7000

Ph: +613 9018 9338

[marketing@vocationalinstitute.com.au](mailto:marketing@vocationalinstitute.com.au)  
<https://www.vocationalinstitute.com.au>

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