



Providing Quality Adult Education

Health and Ageing CHC52208 Diploma of Community Services Coordination

Course Overview

This qualification is designed to equip students with the skills to work in the community services sector at a supervisory level. This qualification prepares you to work in range of settings, such as community agencies, government departments, residential facilities and group homes.

You will gain the skills required to resolve problems within organisational guidelines, coordinate specific programs, supervise staff members or volunteers and potentially undertake a front line management role.

Why choose King's?

Established in 1997, King's International College with campuses at Reedy Creek and Burleigh is recognised for delivering quality training in the health, children's services, automotive and hospitality sectors.

As King's is a community focused non-profit organisation, its surplus funds made from training delivery goes back to either improving or expanding the college's range of courses or goes into its community welfare organisation, the Community Support Agency (CSA).

King's undertakes a duty of care towards its student body and offers course counseling as required.

Delivery Options

External

Course Duration

External 1 year

Course Prerequisites

Work experience in the community sector in a job role that involved:

- Self-directed application of knowledge
- Exercise of independent judgment and decision-making
- A range of technical and other skills

Students that are under 18 years of age must have parental/guardian approval.

Career Options and Learning Pathways

This qualification enables you to work within the Community Services industry in roles such as:

- Coordinator
- Manager of Volunteers
- Team Leader
- Program Manager
- Program Supervisor

Course Units

CHCADMIN508B	Manage limited budgets and financial accountabilities
CHCCOM504A	Develop, implement and promote effective workplace communication
CHCCS502B	Maintain legal and ethical work practices
CHCCS505A	Provide supervision support to community sector workers
CHCCS513B	Maintain an effective community sector work environment
CHCINF505C	Meet statutory and organisation information requirements
HLTOHS401A	Maintain workplace OHS processes
HLHIR403C	Work effectively with culturally diverse clients and co-workers
CHCAD402D	Support the interests, rights and needs of clients within duty of care requirements
CHCAC507D	Plan and monitor service delivery plans
CHCINF408C	Comply with information requirements of the aged care and community care sectors
CHCCS512B	Develop a service delivery strategy
CHCORG506D	Coordinate the work environment
CHCNET501B	Work effectively with other services and networks

Recognition of Prior Learning (RPL)

RPL allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

These skills and competencies may relate to units you are about to commence and as a result may exempt you from studying these units. Please be aware that there are costs applied to RPL applications.

Course Fees and Payment Options

Classroom \$3500 \$200 Enrolment Fee (*non-refundable fee included*)

- Credit Card – Visa / MasterCard
- Cash / Cheque / Bank Deposit
- Payment Plan

Please note the following additional charges that apply to Payment Plans:

- Fortnightly payment plans paid with a credit card (Visa/MasterCard) incurs an additional processing fee of 2.2%.
- Fortnightly payment plans includes a payment processing fee of \$1.75 per payment.
- All payment plans will have a one-off charge of \$3.30 for account set up.
- Additional payment plans (eg. Monthly payments) may be negotiated upon request.

How to enrol

Download an enrolment form from website and submit online or collect from campus.

- ☺ In person at Burleigh Campus – 6 Ern Harley Drive, Burleigh
- ☎ Enquire by telephone – 07 5593 4386
- ✉ Mail – King's International College, Private Bag 68, Burleigh MDC, Qld 4220
- 🌐 Website – www.kings.net.au

Further information

Contact Business Development Officer - Helen Briggs - 07 5593 4386 or email hbriggs@kings.net.au
Or visit our campus at 6 Ern Harley Drive, Burleigh.