



Providing Quality Adult Education

CRICOS PROVIDER NO. 01740M

CHC42002 Certificate IV in Community Services (Service Co-ordination)

What does the course involve?

This course is designed to develop supervisors managerial and team leader skills in Aged Care facilities. This course has been structured for Skills Recognition and workplace delivery where workplace conditions and/or environment can be applied to verify and assess competency. It includes on the job training and completion of assessments that are work related.

The course consists of 10 core units of competency:

CHCCOM3C **Utilise specialist communication skills to build strong relationships**
CHCCS3C **Co-ordinate the provision of services and programs**
CHCINF3B **Co-ordinate information systems**
CHCOHS401A **Implement and monitor OHS policies and procedures for a workplace**
CHCORG23B **Co-ordinate work**
CHCCS12A **Develop a service delivery strategy**
CHCCS405A **Work effectively with culturally diverse clients and co-workers**
CHCNET4A **Work with other services**
CHCAC7C **Plan and monitor service delivery plans**
CHCINF8B **Comply with information requirements of the aged care and community care sectors**

5 Elective units of competency:

CHCADMIN3B **Undertake administrative work**
CHCCS304A **Assist with self medication**
CHCCS401A **Facilitate Co-operative behaviour**
CHCCS402A **Respond holistically to client issues**
CHCDIS3C **Provide services to people with disabilities**

Entry Requirements

The program is targeted to:

- Team leaders
- Co-ordinators
- Office and administrative managers or supervisors
- Other individuals holding positions of responsibility

How long does it take?

The course duration is 52 weeks. The delivery mode involves workplace delivery.

Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program self-paced on a per unit basis at an additional cost.

Recognition of Prior Learning

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

Support

Ongoing email and phone support is offered during the duration of the course.

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

Costs & Further Information

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses.

Please contact the College to enquire about course fees and the next intake.



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