



Providing Quality Adult Education

CRICOS PROVIDER NO. 01740M

CHC52208 Diploma of Community Services Coordination

What does the course involve?

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.

To achieve a Diploma of Community Services Coordination, students must complete a total of FOURTEEN (14) units of competency. This includes SEVEN (7) core units of competency plus SEVEN (7) elective units of competency as detailed in the packaging rules and listed below.

CHCADMIN508A	Manage limited budgets and financial accountabilities
CHCCOM504A	Develop, implement and promote effective workplace communication
CHCCS502A	Maintain legal and ethical work practices
CHCCS505A	Provide supervision support to community sector workers
CHCCS513A	Maintain an effective community sector work environment
CHCINF505C	Meet statutory and organisation information requirements
HLTOHS400A	Maintain OHS processes
HLTHIR403B	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
CHCORG506C	Coordinate the work environment
CHCNET501A	Work effectively with other services and networks

Entry Requirements

To gain entry into *CHC52208 Diploma of Community Services Coordination* candidates need to have work experience in the community sector in a job role that involved:

- self-directed application of knowledge
- exercise of independent judgement and decision-making, and
- a range of technical and other skills.

Students must be competent in Literacy in order to fulfil course requirements. If you feel you have literacy needs that may impair your ability to work in

How long does it take?

The course duration is 52 weeks. The delivery mode will involve 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.

What are my employment opportunities?

Undertaking this course will provide career opportunities such as becoming a coordinator, manager of volunteers, team leader, program manager or supervisor.



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Assessment Methods

The assessment criteria are identified in each module and assessment methods may include:

- Practical application of knowledge and skills;
- Case studies;
- Oral or written presentations;
- Short answer or oral knowledge tests;
- Project and research tasks;
- Work environment observations;
- Any other strategy that viably demonstrates attainment of learning outcomes

Delivery Methods

The training comprises of a blended classroom and on-the-job delivery together with various simulated and/or real practical case studies. Learning guides, videos and competency record books provide additional support to deliver the program. Lectures, tutorials, demonstrations, guided practice, group work, role plays, reflections, and vocational placement (unless working in the industry) are the main teaching-learning methods used by the College. Your educator will assist you in finding a compulsory vocational placement.

Resources

All learning material is supplied and comprehensive library resources are available for students use.

Pathways

Completion of the qualification will contribute to advanced standing in a Bachelor Degree in Social Work, Welfare and other university studies.

Support

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


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.

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.

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