



*FREE TRAINING – COMMUNITY SERVICES PROGRAM

About the program

This program is relevant to those with an interest in community service work. The training is based on the National Community Services/Aged Care competency Standards and reflects nationally endorsed industry requirements. Units cover general work and develop fundamental skills in communication, information provision and processing, administration support, networking and group support. Elective units can be selected with a childcare, aged care or disability work focus.

What the program involves

This course is for people who want to explore community work in both the government and non-government sectors, as a potential career. Responsibilities of community workers might include assisting the community to meet its own needs, enhancing the skills of individuals and/or groups within the community and developing and maintaining programs and strategies which focus on systemic change as well as individual change which is facilitated by groups and community processes. Students will learn about the community services sector and explore specific contexts of work and develop fundamental skills in communication, information provision and processing, administration support, networking and group support.

This course can lead to further studies in the areas of child care, aged care, or disability work and work as a community services worker.

*Entry Requirements

- A job seeker (not currently working)
- Australian citizen or a permanent resident of Australia.
- #17 years of age or above.
- Not self-employed or a full-time student

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 this program please discuss this with an educator and an assessment interview can be arranged.

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

Program Outcomes

On successful completion of this program you will receive a nationally recognised Qualification in Community Services from the accredited Community Services Training Package. In this course you will learn about the community services sector and explore specific contexts of work and develop fundamental skills in communication, information provision and processing, administration support, networking and group support

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.

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



Certificate II in Community Services

Units of Competency:

5 Common Units	
CHCCOM1B	Communicate with people accessing the services of the organisation
CHCCS201A	Prepare for work in the community services industry
CHCOHS201A	Follow OHS procedures
CHCORG1B	Follow the organisation's policies, procedures and programs
CHCORG2B	Work with others
6 Elective Units	Electives will be selected from one of the following streams:
Aged Care & HACC Stream	
CHCAC3C	Orientation to aged care work
CHCCOM2B	Communicate appropriately with clients and colleagues
CHCORG3B	Participate in the work environment
CHCCS405A	Work effectively with culturally diverse clients and co-workers
HLTFA1A	Apply basic First Aid
CHCDIS1C	Orientation to disability work
Childcare Stream	
CHCFC1C	Support the development of children in the service
CHCICAB	Communicate with children
CHCPR1C	Deliver services/activities to stimulate children's development and enhance their leisure
CHCCN1D	Ensure children's health and safety
CHCPR3C	Develop an understanding of children's interests and developmental needs
CHCCS301A	Work within a legal and ethical framework.
Disability Stream	
CHCDIS1C	Orientation to disability work
CHCDIS2C	Maintain an environment designed to empower people with disabilities
CHCDIS5C	Contribute to positive learning
CHCCOM2B	Communicate appropriately with clients and colleagues
CHCORG3B	Participate in the work environment
CHCCS405A	Work effectively with culturally diverse clients and co-workers

Program Details

Days: 2 days per week TBA

Time: 8.30am – 2.30pm

Fulltime Weeks: 12 weeks Full time* or 26 weeks part time.

* Subject to numbers

Venue: King's International College

For further information:

Please contact the College on

5593 4386