Certificate II in Community Services - CHC20112 (version 4.1)

Australian Workplace Training offers Certificate II in Community Services in 2 delivery modes.
- Online (E-Learning) and Externally.

This qualification may provide an appropriate pathway into higher level qualifications, such as those in Aged Care, Children’s Services, Disability and Home and Community Care.

Workers at this level may provide assistance and support to clients accessing a service or experiencing issues such as alcohol and/or other drug issues. They may also provide short term contact with clients in a crisis situation during which time they establish a helping relationship to define the crisis and provide referral information where appropriate.

Occupational titles may include:
- Assistant Community Services Workers
- Home Helper
- Personal Care Assistant
- Support Worker

An interview with a Trainer will be arranged prior to your enrolment. In this interview any difficulty you might experience with your training will be discussed, these may be language, literacy or physical disabilities. If you have any concerns or special needs please discuss them with the trainer during the interview as support could be available for you.

External and Online students study this course at their own pace, however it is anticipated the course will be completed in approximately twelve months, it can be completed earlier depending on the individual. Students work at home with self paced units and have access to a trainer either face to face or by phone, fax, correspondence and email for assistance. Students are required to have monthly contact with their trainer.

A current Police Certificate (within the last 12 months) will be required before work placement is commenced. It is your responsibility to apply and pay any costs associated with the Police Clearance. A current Police Clearance is a requirement of industry.

During the course ‘work placement’ is to be arranged by the student at a suitable venue(s). At the end of the course you will be expected to have completed a minimum of number of placement hours to enable the assessment of your ability to implement your training under working conditions. Please discuss this with your trainer at your interview.

Skills for All
An initiative of the Government of South Australia

Australian Workplace Training is a Skills for All Training Provider
Some of our courses are funded through the Government of South Australia’s Skills for All initiative. Please visit our website or contact us for a list of our Skills for All courses.
Eligibility Criteria Apply—Visit www.skills.sa.gov.au for eligibility criteria
The qualification is achieved by ‘successfully completing’ all the suggested units. This can be achieved by participating in training sessions, completing assignments and by demonstrating your ability by putting the learning into practice under working conditions during the ‘work experience’. Skills Recognition is available.

This qualification consists of 11 units; 5 core and 6 elective.

Course Structure

Core

- CHCCS211B Prepare for work in the community sector
- CHCCOM201C Communicate with people accessing the services of the organisation
- CHCORG201C Follow policies, procedures and programs of the organisation
- CHCORG202C Work with others
- HLTWHS200A Participate in WHS processes

Elective

- CHCADMIN201D Undertake basic administrative duties
- CHCCS200D Deliver services to clients
- CHCIC201B Communicate with children
- CHCAOD201D Prepare for alcohol and other drugs work
- CHCDIS220B Prepare for disability work
- CHCGROUP302D Support group activities

Each unit includes the relevant training and assessment materials required to achieve competency.

Costs

**Fee for Service**

- **Course Fees**: $125.00 per unit  
  Total of $1320 for all 11 units
- **RPL**: $75.00 per unit
- **Credit Transfer**: $25.00 per unit

**Skills for All**

- **Student Course Fee**: This course is **not** available through the *Skills for All* initiative with Australian Workplace Training.
- **Concession Course Fee**:

**Incidental Fees:**  
- Work Placement T-shirt - $25.00  
- Work Placement Badge - $4.00

More information on *Skills for All* Fees, Concessions and Exemptions can be found by visiting or website at [www.awt.edu.au](http://www.awt.edu.au)

For more information or to enrol, please contact **Australian Workplace Training** on **8282 7600**