Diploma of Community Services Coordination — CHC52212 (version 4.1)

Australian Workplace Training offers the Diploma of Community Services Coordination in 2 delivery modes. Online (E-Learning) and Externally

This qualification addresses work across the community sector, in organisations involved in community work, community development and community care services and volunteer programs, in a range of settings such as residential facilities, group homes, community agencies and government departments. These workers apply knowledge and skills gained through qualifications or previous experience to resolve problems within organisation guidelines, they coordinate specific programs and/or projects and supervise and/or coordinate a limited number of lower classified workers or volunteers and they may also undertake a first line management role.

Occupational titles may include:

- Coordinator
- Manager of Volunteers
- Program or Service manager
- Supervisor
- Team Leader
- Unit Manager

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 expected the course will be completed in under 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 attend block training sessions, as well as a 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 experience’ 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 100 hours of ‘work experience’ to enable the assessment of your application of skills and ability to implement your training under working conditions. Please discuss this with your trainer at your interview.
The qualification is achieved by ‘successfully completing’ all the suggested units overleaf. 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.

To gain entry into this course you need to have previous work experience in the community sector in a job role that involved self-directed application of knowledge, the exercise of independent judgement and decision-making and a range of technical and other skills.

The certificate consists of 14 units; 7 core and 7 elective.

Course Structure

Core units
- CHCADMIN508B Manage limited budgets and financial accountabilities
- CHCCOM504B Develop, implement and promote effective workplace communication
- CHCCSS502C Maintain legal and ethical work practices
- CHCCSS505B Provide supervision support to community sector workers
- CHCCSS513C Maintain an effective community sector work environment
- CHCINF505D Meet statutory and organisation information requirements
- HLTWHS401A Maintain workplace WHS processes

Elective units
- CHCCSS512C Develop a service delivery strategy
- CHCES502C Research and report on labour market information
- CHCES511B Manage contracted employment services
- CHCNET501C Work effectively with other services and networks
- CHCORG423C Maintain quality service delivery
- CHCORG428A Reflect on and improve own professional practice
- CHCORG501B Facilitate workplace change and direction

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

Costs

Fee for Service
- Course Fees $250.00 per unit
- RPL $ 75.00 per unit
- Credit Transfer $ 25.00 per unit

Total of $3500 for all 14 units

Skills for All
- Student Course Fee $847.00
- Concession Course Fee $487.50

Payment Plans Available

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 our website at www.awt.edu.au

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

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