CHC42015 Certificate IV in Community Services

On-line Delivery – Enrol Anytime

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| **Course Summary** This qualification reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services. At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers in projects or teams. **Career Prospects**This level is appropriate for support workers, case workers and client contact officers and generally, these positions:* Have direct contact with clients
* Identify presenting needs
* Refer to appropriate services and support.
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| Where a student is not currently working in the Community Services industry they will be required to obtain either paid or unpaid opportunities for suitable practical work in the form of volunteer work or paid employment for at least one day a week. Before you commence you will need to have obtained a Working with Children Blue Card.The course will be delivered on-line with telephone, email and tutorial support provided by the teacher. **Entry Requirements**It is highly recommended that students have the following: * have completed Year 10 or equivalent
* be self-motivated and have sound English skills.
* have basic computer skills
* have access to a computer with a suitable internet connection
* understand how to connect to the internet
* understand internet browsing and have access to the appropriate browser (Google Chrome or Firefox).
* access and use of the CQU student email account (all instructions for commencement of your training will be delivered through your student allocated email address issued on enrolment).
* have access to the Microsoft Office software including Word and Power Point.
* be familiar with using USB sticks to store and retrieve electronic material
* upload and download documents to/from the online course
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**Course Resources**

All resources will be provided on-line and free of charge when you are enrolled into each individual unit of competency. You will be provided with instructions on how to access the learning and assessment emails. If you wish to purchase paper-based versions of the electronic resources, you will need to order and pay for these yourself.

There is one compulsory textbook that you are required to purchase for this course entitled “Community Services Intervention: An introduction to direct practice and you will be provided with instructions on how to purchase this book when you enrol.

**What do I have to Study to get the Certificate IV?**

There are a total number of 15 units of competency which all have to be successfully completed to gain the full Certificate IV in Community Services (CHC42015). This is comprised of 7 core units and 8 elective units and will be delivered in the following order.

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| **UNIT CODE** | **UNIT NAME** | **CORE/ELECTIVE** |
| CHCLEG001 | Work legally and ethically | C |
| CHCCOM002 | Use communication to build relationships | C |
| CHCDIV001 | Work with diverse people | C |
| HLTWHS003 | Maintain work health and safety | C |
| HLTWHS006 | Manage personal stressors in the work environment | E |
| CHCPOL001 | Contribute to the review and development of policies | E |
| CHCCDE003 | Work within a community development framework | E |
| CHCCCS019 | Recognise and respond to crisis situations | E |
| CHCPRT001 | Identify and respond to children and young people at risk | E |
| CHCYTH001 | Engage respectfully with young people | E |
| CHCCCS016 | Respond to client needs | E |
| CHCCOM001 | Provide first point of contact | E |
| CHCADV001 | Facilitate the interests and rights of clients | C |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | C |
| CHCCCS004 | Assess co-existing needs | C |

For further information or to express an interest in commencing this course please email: VET-Community-Service-Mackay@cqu.edu.au