Diploma of Community Services

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

This qualification will give you the tools and knowledge needed to provide a range of services and interventions to clients within the community service sector.

This course gives you real-life industry experience where you will gain knowledge and skills in working with individuals, groups and whole communities through 400 hours of work placement.

This is an Australian Community Workers Association (ACWA) accredited course. This is a generalist course and offers a wide range of employment opportunities upon graduation in a large range of contexts.

Course Outcomes and Career Opportunities

- Community services worker
- Family support worker
- Welfare worker
- Community worker

Pathways

This course offers a pathway into Deakin University, Warrnambool Campus.

Placement

This course includes industry experience where you will gain knowledge and skills in working with individuals, groups and whole communities through more than 400 hours of work placement.

Information Session

Why don’t you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

Find the next info session near you
Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

Entry Requirements for this course include:

- Criminal Record Check is required.
- Interview and application process applies

Course requirements

To be eligible for this qualification you must successfully complete 16 units: 8 core and 8 elective.

Units offered

Core Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Hours</th>
<th>Unit Consumables</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCCS007</td>
<td>Develop and implement service programs</td>
<td>100</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHCCOM003</td>
<td>Develop workplace communication strategies</td>
<td>100</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHDEV002</td>
<td>Analyse impacts of sociological factors on clients in community work and services</td>
<td>100</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHDIV003</td>
<td>Manage and promote diversity</td>
<td>80</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
<td>80</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHCMGT005</td>
<td>Facilitate workplace debriefing and support processes</td>
<td>120</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHPRP003</td>
<td>Reflect on and improve own professional practice</td>
<td>120</td>
<td>$0.00</td>
</tr>
<tr>
<td>HLTWHS004</td>
<td>Manage work health and safety</td>
<td>40</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Hours</th>
<th>Unit Consumables</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCCS004</td>
<td>Assess co-existing needs</td>
<td>80</td>
<td>$45.00</td>
</tr>
<tr>
<td>CHCDE011</td>
<td>Implement community development strategies</td>
<td>70</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHCSL003</td>
<td>Facilitate the counselling relationship and process</td>
<td>120</td>
<td>$135.00</td>
</tr>
<tr>
<td>CHCSM005</td>
<td>Develop, facilitate and review all aspects of case management</td>
<td>75</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHDEV001</td>
<td>Confirm client developmental status</td>
<td>60</td>
<td>$0.00</td>
</tr>
<tr>
<td>CHCFV006</td>
<td>Counsel clients affected by domestic and family violence</td>
<td>70</td>
<td>$45.00</td>
</tr>
</tbody>
</table>
CHCGRP002  |  Plan and conduct group activities  |  70  |  $0.00  

CHCMHS013  |  Implement trauma informed care  |  80  |  $45.00  

**Assessment**

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute’s simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

**Skills Recognition**

Your current skills, knowledge and experience can contribute to help you get a qualification. Learn more about skills recognition and how it may benefit you [here](#).

**Pre-training review**

The pre-training review assists SWTAFE staff to determine whether this course is the most suitable for you at this time, and also identify any support needs you may require once you commence your studies. It takes about an hour to complete. Once you apply for your chosen course a link to the pre-training review will be emailed to you.

**Unique Student Identifier**

If you are studying nationally recognised training in Australia, you are required to have a Unique Student Identifier (USI). Your USI links to an online account that contains your training records and results for training completed from 1 January 2015 onwards. One of the main benefits of the USI is the ability to provide you with easy access to your training records and results throughout your life and this will assist you when applying for a job or enrolling in further study. You are required to have a USI at the time of enrolment – especially if you want to use VET Student Loans to defer your fees. To apply online or get more information go to [www.usi.gov.au](http://www.usi.gov.au).

**Fees**

_This section gives you an overview of course fees, subsidies, and how they can be paid._

**Course Fees**

Everyone has different circumstances that can affect what you pay and how much you pay. Your fees each year are made up of 2 different elements:

- Tuition fee
- Consumables/material fee

There are 3 different rates of tuition fees. Only one will apply to you depending on your eligibility and circumstances. The 3 categories include:

- Government-subsidised
- Government-subsidised (concession)
- Full fee

_The fees listed below are indicative only and may be subject to change without notice and given individual circumstances. Your actual fees will be_
calculated based on your individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future.

<table>
<thead>
<tr>
<th>Student type</th>
<th>Indicative Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government subsidised rate (if eligible)</td>
<td>$10,130.00</td>
</tr>
<tr>
<td>Full fee rate (if not eligible for govt subsidy)</td>
<td>$10,130.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Indicative Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Consumable/Materials Fee</td>
<td>$370.00</td>
</tr>
</tbody>
</table>

**This is a Free TAFE course**

From 1 January 2019, students who are eligible for Victorian government-subsidised training will not pay course tuition fees for the duration of their enrolment in this course. Find out more or chat with our Customer Service team on 1300 648 911, or visit a SWTAFE Campus.

**Maximum Consumables/Materials Fees**

You may be required to pay the cost of some goods or materials necessary for your course, eg: tools of the trade, uniform and books. The maximum consumables/materials fees are made up of course consumables, core unit consumables and the maximum elective units you will pay. Final costs will be determined at enrolment and you will be informed of the fees associated with course consumables and resources via your Statement of Fees.

**Booklist**

Your course may require you to purchase additional materials or books. You can choose where to purchase these items from. You can download the booklist for this course here: https://swtafe.edu.au/media/1813/chc52015-diploma-community.pdf

**Which fee applies to me?**

**Government-subsidised rate - Skills First**

You could be eligible for a government-subsidised rate depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training. Check your eligibility

**Skills First Exemptions**

As a Victorian Government TAFE, South West TAFE is able to provide exemptions for prospective students. Contact our Customer Service Team to find out if you are eligible for an exemption.

**Concession rate**

If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment. You may be eligible for the concession rate. Find out more about concession rates

**Full fee rate**

If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate. Find out more about fees and eligibility
How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have three options when organising your payment:

1. **Upfront payment** - can be made over the phone with EFTPOS

2. **Payment plan** - can be directly debited from your bank account, debited from your Centrelink payments or via a VET Student Loan (for diploma or advanced diploma courses only)

3. **Paid by employer, school or job network agency** - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five (5) business days of receiving the email containing your invoice.

We also offer a range of scholarships each year which you may be eligible to apply for to assist with course fees.

**Next Steps**

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

**Careers and Course Advice**

Not sure which course is right for you? South West TAFE will help you find your way.

Our Pathfinders Skills and Jobs Centre is here to support you. Whether you’re exploring career options, transitioning from school to the workforce or looking to study after school we’re here to help you. Call, email or drop in.

Call 5564 8515 or email skillsandjobscentre@swtafe.edu.au

**Apply Now**

Apply now for a place in our next course intake. Places for courses are limited, so it’s best to get in soon so you don’t miss out. You’ll need to complete an application form which you can do online or by speaking with our Customer Service team. We invite you to come and see us at one of our campuses in Warrnambool, Colac, Portland or Hamilton and a team member will ensure you are taken care of.

If you have any questions regarding the application process please chat to our Customer Service team on 1300 648 911.

**Student Support**

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, visit our student page.