



# AUSTRALIAN INSTITUTE OF TECHNICAL TRAINING

## CHC52021 Diploma of Community Services

Community Services

CRICOS Course Code 115245A



Community Services

### Course Description

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

Note that the Statutory & forensic child, youth & family welfare specialisation must be achieved in order to meet the minimum education requirements for child protection and youth justice practice in Victoria. In addition, to meet the minimum education requirements for entry into child protection practice in Victoria, diploma qualifications must be approved by the Australian Community Workers Association (ACWA).

### Qualification

Students successfully completing the course will receive the Nationally recognised; CHC52021 Diploma of Community Services.

### Course Duration

This course is offered full time over two years or 104 weeks including holidays on a full time basis.

### Scheduled Contact Hours

20 hours per week for 80 weeks.  
400 hours of work placement

*Additionally, students are expected at least **10 hours** of individual study per week not limited to research, learning activities and assessment activities utilising the facilities and resources available at AITT.*

### Tuition Fee

AUD\$16,990

*Fees and Charges are subject to change with prior notice.  
OSHC Fee and Material Fee will be charged extra (if applicable).*

*Please refer to Student Handbook on the AITT Website ([www.aitt.vic.edu.au](http://www.aitt.vic.edu.au)) for itemised list of other costs (as applicable), and estimated living cost in Australia.*

### Training Location

- Level 3, 440 Elizabeth Street, Melbourne, VIC 3000  
(Classes as per scheduled timetable)

**Please note about Role of Agents in Recruiting Students:** Prospective students may contact Australian Institute of Technical Training (AITT) directly, or the contact may be through an Agent. In all cases the student is provided with all relevant information by AITT, and the complete enrolment process is conducted by AITT. Where an Agent is involved, the Agent's sole role is to introduce the student to AITT. The Agent has no role or responsibility in determining the student's eligibility for the relevant qualification or in advising the student on the most suitable course for the student to undertake. If you have any question regarding this, please email at: [admissions@aitt.vic.edu.au](mailto:admissions@aitt.vic.edu.au) immediately.

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### Entry Requirements

The Training Package does not specify any entry requirements for this qualification course.

### Age Requirements

AITT has a requirement that all students must be over 18 years of age at the commencement of course.

### Academic Requirements

To gain entry to this course, applicants should have successfully completed home country equivalent qualification to:

- Australian Year 12 or higher for entry to Diploma and Advanced Diploma level course

For further information refer to the Equivalent Qualifications on the Victorian Curriculum and Assessment Authority (VCAA) website: <http://www.vcaa.vic.edu.au/Pages/vce/vcercognition/equivalals/equivalentquals.aspx>

- We recognise the valuable skills and life experiences that you may already have as a mature student, so if you do not meet AITT's academic entry-level requirements but have acquired skills or knowledge relevant to your chosen course, you may apply as a mature age student. A mature age student is over 18 years old and has been out of full-time education for at least one year.

### English Language Requirements

All International Students applying for courses at AITT must have a minimum English Language proficiency level of one of the below:

**You should qualify in ANY ONE (1) of the following:**

- IELTS overall band of 5.5 or equivalent;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 162 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time Certificate III level course or above in Australia;
- English as the first language;
- Satisfactory completion of the EAL course or ELICOS course at the appropriate level; OR
- Any other form of assessment or test that satisfies the Institution.

### Teaching Method

Teaching is conducted in the classroom. The delivery will include face to face teaching, lectures, discussions, research, learning activities, group work, and supervised practical sessions.

### Assessments

Assessments comprise of questions, case study/projects, observation, placements/ log book, journals, and reflective reports.

### Course Structure

#### Units of Competency

*Student must complete 20 units including 12 core & 8 elective units PLUS 400 hours compulsory Supervised Field Work Placement listed below:*

Code	Title
<b>Core Units</b>	
• CHCCCS004	Assess co-existing needs
• CHCCCS007	Develop and implement service programs
• CHCDEV005	Analyse impacts of sociological factors on people in community work and services
• CHCLEG003	Manage legal and ethical compliance
• CHCMGT005	Facilitate workplace debriefing and support processes
• CHCPRP003	Reflect on and improve own professional practice
• CHCCCS019	Recognise and respond to crisis situations
• CHCDFV001	Recognise and respond appropriately to domestic and family violence
• CHCDIV001	Work with diverse people
• CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
• HLTWHS003	Maintain work health and safety
• CHCCSM013	Facilitate and review case management

#### Elective Units

- CHCADV002 Provide advocacy and representation services
- CHCGRP002 Plan and conduct group activities
- CHCMGT003 Lead the work team
- CHCPOL002 Develop and implement policy
- CHCCSL001 Establish and confirm the counselling relationship
- CHCCDE027 Implement community development strategies
- CHCCOM003 Develop workplace communication strategies
- CHCDIV003 Manage and promote diversity

### Work Placement

AITT will be organising the Work Placement after consultations and formal agreements with individual students and relevant organisations. It is the responsibility of the student to attend the allocated Work Placement. Failure to attend can affect their course progress. For international students, this course incorporates 400 hours of placement in two settings within the Community Services sector, which makes up an essential part of this course.

*For details, see the Student Field Placement Handbook*

# aitt.vic.edu.au

**Australian Institute of Technical Training Pty. Ltd.**

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