



Victorian Aboriginal Community Services Association Limited (VACSAL)

Victorian Aboriginal Community Training Centre

You are invited to enrol in the training for

Certificate III & IV in Community Services Work

These are nationally accredited qualification accepted all over Australia

Why: These courses aim to build the skills of those who work, or want to work, in the community services sector. These skills involve providing support to individuals, families and community.

Our staff are committed to providing knowledge and learning for Aboriginal and non-Aboriginal students in a culturally accepting environment. This includes learning to work through the challenges of balancing work, family and community responsibilities. This course also aims to develop students' abilities to work as part of an organisation and work with other people in a variety of ways.

When: We are expected to start in March 2015 once expressions of interest have been submitted.

Course delivery: You will be expected to attend weekly workshops (either Tuesdays, Wednesdays or Thursdays depending on what course you will be enrolled) and be working or volunteering in community services work as part of your assessment.

Where:
496 High Street, Northcote, Vic 3070 (VACSAL's main office)
Parking available: Dennis Street entrance

Eligibility:
You must be 18 years or older
Are you working, or want to work, in the community services sector

Training Delivery:

- ✓ Group facilitated learning, yarning and guest specialist speakers
- ✓ Catch up sessions and learning support
- ✓ Assessment activities during workshop sessions
- ✓ Individual and group presentations
- ✓ Workplace based assessment
- ✓ Support provided to complete learning and assessment tasks

If you are interested in finding out more about the courses:

Please fill in the attached 'expression of interest' form and return to Melinda Eason: melinda.eason@vacsal.org.au

We invite you to attend an
Information Session:

When: Thursday 5th March 2015

Where: VACSAL's head office
496 High St, Northcote (parking off Dennis St)

Time: 10.30am to 12noon

This will give you an opportunity to learn more about the courses, meet the staff and see your training environment.

If you are sure this is the course for you, enrolment and pre-training interviews will be available on the day after the information session or an appointment can be made for you at another time.

"With cultural integrity at the heart of every learning journey"

Alf Bamblett (CEO)

Find out more information by contacting
Melinda Eason on
Phone: 9416 4266 or **0416027794**
Email: melinda.eason@vacsal.org.au

Cost: Victorian Training Guarantee (VTG) funded for eligible students. We also have concession and non-VTG eligible rates so cost can vary depending on your individual circumstances. Please see important information below.

Important Information

All Aboriginal and Torres Strait Islander students or staff who work for ACCO/ACG will be charged at the concession rate provided you are undertaking a higher level qualification than one already held



VACSAL is an Registered Training Organisation
TOID 22576



Victorian Aboriginal Community Services Association Limited (VACSAL)

Victorian Aboriginal Community Training Centre

You are invited to enrol in the training for

Certificate III & IV in Community Services Work

These are nationally accredited qualification accepted all over Australia

CHC30112	Certificate III in Community Services Work
Unit code	Unit title
Core	Total nominal hours 550
CHCADMIN305F	Work within the administration protocols of the organisation
CHCCD412B	Work within a community development framework
CHCCOM302D	Communicate appropriately with clients and colleagues
CHCCS308B	Provide first point of contact
CHCCS411C	Work effectively in the community sector
CHCNET301D	Participate in networks
CHCORG303C	Participate effectively in the work environment
HLTWHS300A	Contribute to WHS processes
Electives	
CHCCM402E	Establish and monitor a case plan
CHCCS400C	Work within a relevant legal and ethical framework
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
CHCORG428A	Reflect on and improve own professional practice

CHC40708	Certificate IV in Community Services Work
Unit code	Unit title
Core	Total nominal hours 695
CHCPRT001	Identify and respond to children and young people at risk
CHCCD412B	Work within a community development framework
CHCCOM403D	Use targeted communication skills to build relationships
CHCCS412E	Deliver and develop client services
CHCCS422B	Respond holistically to clients issues and refer appropriately
CHCCS400C	Work within a relevant legal and ethical framework
CHCORG405E	Maintain an effective work environment
HLTHIR403C	Work effectively with culturally diverse clients and co-workers
CHCCS411C	Work effectively in the community sector
Electives	
CHCCM402E	Establish and monitor a case plan
HLTWHS300A	Contribute to WHS processes
CHCGROUP403D	Plan and conduct group activities
HLTHIR404D	Work effectively with Aboriginal and/or Torres Strait Islander people
CHCORG428A	Reflect on and improve own professional practice

Cost: Victorian Training Guarantee (VTG) funded for eligible students. We also have concession and non-VTG eligible rates so cost can vary depending on your individual circumstances. Please see important information below.

Important Information

All Aboriginal and Torres Strait Islander students or staff who work for ACCO/ACG will be charged at the concession rate provided you are undertaking a higher level qualification than one already held



VACSAL is an Registered Training Organisation
TOID 22576