

How is this course delivered?

- Workshops 1 day a week over 41 weeks (February to December (inclusive of Vic school holidays) 9.30 am to 4.00 pm).
- Supervised tutorials 1 day a week for 41 weeks to increase understanding course content and support completing assessments. Also known as catch up class based on the requirement of the student.
- Each week you will need to spend about 2-3 hours in private study and completing some of your assessments (most assessments are completed in class).
- If you are not already working in the Community Services sector you are expected to complete 240 hours of voluntary work placement in the sector. This supports you to be work ready.
- We have clustered delivery (6 clusters in total).

How is this course assessed?

- Assessment tasks and activities during workshop sessions. Some to completed in your study time.
- Individual and group presentations.
- Workplace based assessment.
- Plenty of support to complete learning and assessment tasks.

What is the course about?

The course has 7 core units and 8 elective units. VACSAL clusters the units to avoid duplication of knowledge and skills development You will gain knowledge and learn about:

- C1: Working with cultural integrity.
- C2: Working with others.
- C3: Identifying and responding to client needs.
- C4: Working safely and effectively with others.
- C5: Working with the Community.
- C6: Working professionally (threaded though all clusters).

What accredited course is being offered?

Certificate IV in Community Services (CHC42021)

This course aims 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 aims to develop students' abilities to work as part of an organisation and work with other people in a variety of ways in the community services sector.

This is a nationally recognised qualification and is accepted all over Australia.

Am I eligible?

- You are 18 years or older.
- You are working, or want to work, in the community services sector.
- If you do not have a job at the moment our staff will work with you to find volunteer work experience to complete your 240-hour work placement.
- This course is open to Aboriginal and/or Torres Strait Islander people and non-Aboriginal people.

Will this course be good for my career?

The Certificate IV in Community Services will support you to:

- Build skills to work in the community services sector
- Provide a pathway for further study, for example the Diploma in Community Services
- Get a community services job such as:
 - Support worker
 - Case manager worker
 - Client contact officer
 - Youth worker
 - Community development officer (to name a few).

Victorian Aboriginal Community Services Associated Limited (VACSAL)



Victorian Aboriginal Community Training Centre

Registered Training Organisation (RTO)
TOID: 22576

CHC42021: Certificate IV in Community Services

“With cultural integrity at the heart of every learning journey”
- Dr Alf Bamblett

VACSAL encourages individuals with a disability to access training subsidised through the Skill First Program.

Contact us

496 High Street Preston, VIC 3070

Phone: 03 9416 4266

Email: melinda.eason@vacsal.org.au
vacsalrto@vacsal.org.au

Website: www.vacsal.org.au



To gain your Certificate IV in Community Services (CHC42021) qualification you must successfully complete all 15 units listed below. 7 core units and 8 electives.

Unit code	Unit title
Core	
CHCADV001	Facilitate the rights and interests of clients
HLTWHS002	Follow safe work practices for direct client care
CHCCOM002	Use communication to build relationships
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCLEG001	Work legally and ethically
CHCDIV001	Work with diverse people
Electives	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCAOD001	Work with alcohol and other drugs
CHCMHS001	Work with people with mental health issues
CHCCCS004	Assess co-existing needs
CHCCSM010	Implement case management practice
CHCPRP003	Reflect on and improve own professional practice
CHCCDE019	Work within a community development framework
CHCGRP001	Support group activities

Indicative nominal course hours = 985 hours

How do I apply?

When you contact VACSAL RTO they will talk to you about whether you are eligible to do the course, whether the course meets your needs and whether there are places available.

How will I be selected?

When you contact someone at VACSAL's RTO they will talk to you about whether you are eligible to do the course and whether there are places available.

What are the fees?

Tuitions fees	Student Services & Amenities Fee	Materials Fee	Total
Aboriginal and Torres Strait Islander students.			
Skill First Fee Waiver	\$200 (includes lunch)	\$50	\$250
Those working for ACCOs or concession card holders			
\$250	\$200 (includes lunch)	\$50	\$500
Non-concession - Eligible students			
\$1250	\$200 (includes lunch)	\$50	\$1500
Full fee paying - Non-eligible students			
\$6,000	\$200 (includes lunch)	\$50	\$6,250.00
Skills First contribution			
Eligible Aboriginal and Torres Strait Islander people: 930 hours x approx. \$11.25 = \$10,462.00			
Eligible Individuals: 930 hours x \$7.50 = \$6,975.00			

Visit our website for more information: www.vacsal.org.au

VACSAL has a very easy fee waiver process.

The student tuition fees as published are subject to change given individual circumstances at enrolment.

Can I get a refund?

- Ask for a copy of our Fees, Payments and Refunds Policy. You might be eligible for a full or part refund.

Am I eligible for a government subsidised place?

This course is delivered with Victorian and Commonwealth Government (Skills First) funding. To find out if you are eligible contact us or visit our website.

If you are eligible for a government subsidised place under the Skills First Victorian Training Guarantee this may impact on your access to further government subsidised training.

Course cancellation or postponement

- Courses with low enrolments may be cancelled or postponed.
- If the course is cancelled you will be given a full refund.

Student services and support

- Ongoing support to complete learning and assessment activities
- Your pre-training review and LLN quiz will provide us with information about the best way to support you.
- More information will be provided at the information session as part of your induction and enrolment process

Student safety and security

- Students' safety and security is a priority to us.
- All workshops are delivered during the day.
- More information will be provided as part of your induction and enrolment process.

Compliments and complaints

- Let us know what you think about VACSAL RTO and its programs.
- You and your employer may be asked about your experience at VACSAL RTO.
- Ask for a copy of our Compliments, Complaints and Grievances Policy.

Where can I get more information and find out about enrolling?

- www.vacsal.org.au
- 496 High Street, Northcote, VIC 3070 (insert map)
- Phone 03 9416 4266
- Email melinda.eason@vacsal.org.au or vacsalrto@vacsal.org.au

"Our cultural integrity is more than having cultural awareness or knowledge of our cultural interactions; it is about knowing that where and what we work from has a foundation that is meaningful and sets a community standard."

Dr Alf Bamblett (VACSAL's founding member)

