

Certificate III in Community Services



The Certificate III in Community Services (CHC32015) reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

At this level, work takes place under the direction of others and supervision may be direct or indirect. Work may take place in a range of community services organisations.

Relevant Job Roles:

- Community care worker
- Residential support worker
- Indigenous youth/support worker
- Youth support worker
- Aboriginal Youth Worker

DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer, but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist students through the learning program.

FLEXIBLE DELIVERY MODES

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

FACE-TO-FACE SCHEDULE

For course bookings, please contact our administration team.

PATHWAYS

On successful completion of this course, students may choose to progress to a specialised Certificate IV level qualification or directly to the Diploma of Community Services.

RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

RESOURCES REQUIRED

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and Skype.

INVESTMENT

Course Fee \$2,720
(this includes \$400.00 non-refundable enrolment fee)

Recognition of Prior Learning \$950

Students are responsible for the purchase of textbook/s relevant to this qualification. Payment plans are available.

Inclusions:

- Course learning and assessment material (excluding textbook/s)
- Coffee and tea
- Certification upon successful completion

PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

UP-FRONT PAYMENT

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

COURSE OUTLINE

This qualification comprises of 12 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – units that you choose to be most suitable for your learning needs

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

Unit Code	Core Units	Face-to-Face	RPL	Distance/Online
CHCCS016	Respond to client needs	✓	✓	✓
CHCCOM005	Communicate and work in health or community services	✓	✓	✓
CHCDIV001	Work with diverse people	✓	✓	✓
HLTWHS002	Follow safe work practices for direct client care	✓	✓	✓
HLTWHS006	Manage personal stressors in the work environment	✓	✓	✓
Unit Code	Elective Units	Face-to-Face	RPL	Distance/Online
CHCADV001	Facilitate the interests and rights of clients	✓	✓	✓
CHCAOD001	Work in an alcohol and drugs context	✓	✓	✓
CHCMHS001	Work with people with mental health issues	✓	✓	✓
CHCCS009	Facilitate responsible behaviour	✓	✓	✓
CHCPRP001	Develop and maintain networks and collaborative partnerships	✓	✓	✓
CHCCDE003	Work within a community development framework	✓	✓	✓
HLTAID003	Provide first aid	✓	✓	✓

Click on the Enquire Now button on our website to download an enrolment form or enrol online. Please contact our office for further information about this course.