



The Diploma of Community Services reflects the roles of community services, case management and social housing workers involved in managing, coordinating and/or delivering person-centred services to individuals, groups and communities. You will develop the skills to work with a wide range of clients including children and young people, families, older people and clients from culturally diverse backgrounds, and will assist them through a range of social and personal issues including family support, homelessness, domestic violence and drug and alcohol issues.

Relevant Job Roles:

- Community Care Manager
- Community Worker
- Family Services Coordinator
- Family Support Worker
- Welfare Support Worker
- Youth Worker
- Disability Team Leader

DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with 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 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.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. Students must be willing to participate in auditing projects.

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.

PATHWAYS

Students may enter directly into the Diploma of Community Services without prior qualifications. If a student wishes, they may choose to undertake the Certificate III in Individual Support or the Certificate IV in Ageing Support.

FACE-TO-FACE SCHEDULE

- 13 x 1-day workshops scheduled monthly.
- We have a rolling intake, so students can join at any stage during the program.
- Students will need to complete homework and work-based activities

Students are required to participate in a minimum of 100 hours of mandatory work placement.

INVESTMENT

Course Fee (this includes \$400.00 non-refundable enrolment fee)	\$6,440.00
Recognition of Prior Learning	\$3,000.00

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.

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 Skvoo.

COURSE OUTLINE

This qualification comprises of 16 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – elective units are the 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
CHCCCS007	Develop and implement services programs	✓	✓	✓
CHCCOM003	Develop workplace communication strategies	✓	✓	✓
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	✓	✓	✓
CHCDIV003	Manage and promote diversity	✓	✓	✓
CHCLEG003	Manage legal and ethical compliance	✓	✓	✓
CHCMGT005	Facilitate workplace debriefing and support processes	✓	✓	✓
CHCPRP003	Reflect on and improve own professional practice	✓	✓	✓
HLTWHS004	Manage work health and safety	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance
CHCCSM004	Coordinate complex case requirements	✓	✓	✓
CHCCCS004	Assess co-existing needs	✓	✓	✓
CHCAOD004	Assess needs of client with alcohol and other drugs issues	✓	✓	✓
CHCCSM006	Provide case management supervision	✓	✓	✓
CHCCSM007	Undertake case management in a child protection framework	✓	✓	✓
CHCCCS019	Recognise and respond to crisis situations	✓	✓	✓
CHCCSM005	Develop, facilitate and review all aspects of case management	✓	✓	✓
HLTAID011	Provide first aid – Must complete practicals	✓		

ENROL NOW

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