



Wesley Vocational Institute

RTO Code 90091

CHC32015 – Certificate III in Community Services

Course details

Information session:	18 th June 2025 Location and Time to be advised
Course Start Date:	25 th June 2025
Course duration:	10 – 12 months
Face to face workshops:	1 day per week, (Wednesday) 9.30am – 2.30pm
Location:	Port Macquarie
Work experience/placement:	Minimum 40 hours within community service organisations
Trainer/Assessor:	Maryanne Kay

About the course

This program offers individuals the opportunity to gain qualifications and experience that provides a pathway to many areas within the community services sector.

Who should enrol

Individuals seeking the opportunity to receive accredited training in the community services sector. Applicants should be calm, patient, and capable of operating within an environment that deals with a broad range of challenging social and welfare-related issues.

Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification in a sector that offers opportunities for employment within programs that assist many “at risk” members of our communities.

Attendance, study load and student support

You will be required to:

- Attend all scheduled face to face classroom delivery (including simulated activities), this includes five hours per week, one day a week throughout the program (excluding course breaks);
- Undertake self-directed learning activities, including individual research in your own time (estimated at 10 – 15 hours per week of competency for the average learner). Details and expectations on these activities will be provided in your individual training plan; and
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per unit of competency).

Student support is available prior and at the end of each session. Scheduled support sessions will also be available.

Work experience/placement

- Complete at least **40 hours of work placement** in the program.
- Work experience is to be organised by each individual student with the support of your trainer within a community service area of your choosing.
- Work experience days, times, and frequency to be arranged by each individual in order to accommodate any existing care requirements.
- The Trainer/Assessor will require each learner to complete a logbook and reflection journal based on their experiences along with requesting a supervisor's evaluation to identify skills strengths and development opportunities.

Assessment

Assessment will include a range of activities such as written tasks, oral questions, and observation within a simulated community services environment and during your work placement in the workplace.

Entry requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Satisfactory level of language, literacy and numeracy
- **Willingness to complete an Australian National Police Check***
- **Willingness to complete a Working with Children Check**
- Ability to commit to attendance and study load and work experience/work placement requirements for this course
- Be an Australian or New Zealand citizen or Australian Permanent Resident
- Proof of vaccination status may apply due to mandatory requirements within the Community Services workplace

** Due to the duty of care requirements of service providers, individuals with disclosable court outcomes may not be given access to services for the purpose of completing their work experience – please consider this prior to enrolling. If you wish to have a confidential discussion regarding this matter, please contact our office via the details provided below.*

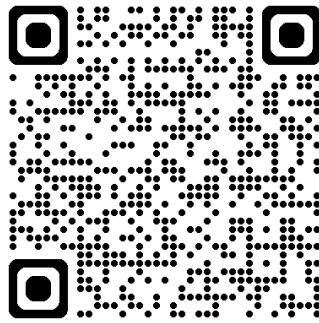
Course fees

This training is subsidised by the NSW Government. Student fees may apply.

See www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions.

How to apply

Step 1: Please register your interest by scanning the below QR code below or contact our Port Macquarie Office on 02 6588 1700 or email mel.williams@wesleymission.org.au



<https://enrol.vetenrol.com.au/?clientID=VT-WESLEY&occuID=111481>

- Step 2:** Our WVI (Wesley Vocational Institute) representative will contact you to arrange your receipt of pre-course paperwork.
- Step 3:** Our WVI (Wesley Vocational Institute) Course Advisor will provide you with your Smart and Skilled notification quote, advising you of any course fees that may be applicable.
- Step 4:** Attend the WVI (Wesley Vocational Institute) information session and complete mandatory language, literacy, and numeracy assessment.
- Step 5:** WVI (Wesley Vocational Institute) representative will advise you if you have been accepted into the course and provide you with your detailed Training Plan.
- Step 6:** Complete and return your enrolment paperwork.
- Step 7:** WVI (Wesley Vocational Institute) representative will contact you with additional information to prepare you for your course.

Enrolment documentation

- ☐ Photo ID (e.g., driver's license and Medicare card)
- ☐ Unique Student Identifier (USI) number (apply here usi.gov.au)
- ☐ Proof of welfare status (if applicable)
- ☐ Certified copies of qualifications to request for Credit Transfer (only applies for equivalent units of competencies)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions.

CHC32015 Certificate III in Community Services	
Core Units	Elective Units
CHCCCS016 - Respond to client needs	CHCCCS005 – Conduct Individual Assessments
CHCCOM005 - Communicate and work in health or community services	HLTAID011 – Provide First Aid
CHCDIV001 - Work with diverse people	CHCPRP001 – Develop and maintain networks and collaborative partnerships
HLTWHS002 - Follow safe work practices for direct client care	CHCADV001 - Facilitate the interests and rights of clients
HLTWHS006 - Manage personal stressors in the work environment	CHCCOM001 – Provide First point of Contact
	CHCLEG001 - Work legally and ethically *imported
	CHCCCS004 – Assess co-existing needs *imported

For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit wesleymission.org.au