



Wesley Vocational Institute

RTO Code 90091

CHC42021 – Certificate IV in Community Services

Course details

Information session:	Friday 23 rd May 2025 Location and Time to be advised
Course Start Date:	Friday 30 th May 2025 (subject to minimum enrolments)
Course duration:	12 months
Face to face workshops:	Flexible self-paced delivery, F2F 1 day per week (Fridays)
Location:	Coffs Harbour
Work experience/placement:	Minimum 50 hours within community service organisations
Trainer/Assessor:	Brandon Costin

About the course

This program offers individuals a flexible and mixed-mode opportunity to gain a qualification within a field of Community Services that builds on their current skills and practices within their workplace.

Who should enrol

This course is ideal for individuals who already hold a CHC32015 Certificate III in Community Services OR have significant experience in the Community Services sector. Prospective students should be self-motivated, capable of independent learning, and committed to fulfilling the study requirements for accredited training at Certificate IV level.

Learning outcomes

Successful completion of this nationally accredited qualification enables individuals to build on their existing skills and strengths within Community Services whilst also offering strong and varied personal development and career pathway opportunities.

Attendance, study load and student support

You will be required to:

- Actively engage and participate in e-learning in accordance with the timelines indicated in your Training Plan/Competency Record.
- Actively engage and participate in trainer lead unit content and assessment criteria information delivery when required.
- Undertake self-directed learning and assessment activities (15 – 20 hrs per week), including individual research. Details and expectations on these activities will be provided in your Training Plan/Competency Record
- Complete a logbook and reflection journal containing minimum of 50 hours work placement – see specific details listed below in Work experience/placement section of this brochure.
- Student support is available via phone, email, face to face or via the e learning platform
- Undertake theory and practical assessment activities (approximately 20 - 25 hours per unit of competency).
- Scheduled support sessions will be available.

Work experience/placement

- Completion of a minimum of **50 hours work placement** is a requirement of this course
- Work experience will be completed throughout the range of your normal work conditions within Community Service Sector
- Your Trainer/Assessor will undertake skills demonstration and observation assessments at appointed intervals within your workplace throughout your program.
- The Training Plan/Competency Record will provide additional detail such as indicative times of workplace visits, observations, and assessments to be conducted by the Trainer/Assessor to ensure learners are informed and prepared.

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
- **Australian National Police Check**
- **Working with Children Check**
- Ability to commit to mandatory attendance day and work experience/work placement
- 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.*

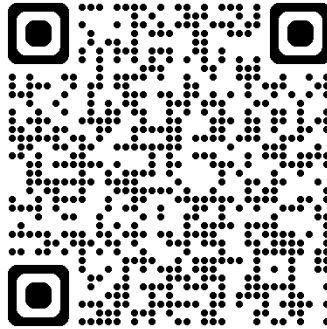
Course fees

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 clicking this link enrol online or 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=111480>

- Step 2:** Our Wesley Vocational Institute (WVI) representative will contact you to arrange your receipt of pre-course paperwork.
- Step 3:** Our WVI 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 information session and complete mandatory language, literacy, and numeracy assessment.
- Step 5:** WVI 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 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.

CHC42021 – Certificate IV in Community Services	
Core Units	Elective Units
CHCADV001 Facilitate the interests and rights of clients	CHCCCS038 Facilitate the empowerment of people receiving support
CHCCOM002 Use communication to build relationships	CHCCCS020 Respond effectively to behaviours of concern
CHCDFV001 Recognise and respond appropriately to domestic and family violence	CHCCSM009 Facilitate goal-directed planning
CHCDIV001 Work with diverse people	CHCCCS033 Identify and report abuse
CHCLEG001 Work legally and ethically	CHCPRP003 Reflect on and improve own professional practice
CHCPRP001 Develop and maintain networks and collaborative partnerships	CHCCOM001 Provide first point of contact
HLTWHS002 Follow safe work practices for direct client care	HLTWHS006 Manage personal stressors in the work environment
	CHCCCS004 Assess co-existing needs

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