



# Wesley Vocational Institute

RTO Code 90091

## CHC42021 – Certificate IV in Community Services

### Course details

|                                   |   |
|-----------------------------------|---|
| <b>Information session:</b>       | During scheduled class                        |
| <b>Course dates:</b>              | EOI - June 2025                               |
| <b>Course duration:</b>           | 28 weeks                                      |
| <b>Face to face workshops:</b>    | 1 day per FORTNIGHT, Thursday 9.30am – 2.30pm |
| <b>Location:</b>                  | Face to face Newcastle / Online support       |
| <b>Work experience/placement:</b> | Minimum 40 hours                              |
| <b>Trainer/Assessor:</b>          | Donna Newell                                  |

### About the course

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

### Who should enrol

This qualification is intended for graduates of the Wesley Vocational Institute Certificate III in Community Services (CHC32015) and who are committed to increasing their skills, knowledge and expertise across the fields of community services or leadership and management.

### 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 either in person or virtually (including simulated activities), one day a fortnight throughout the program ;
- Participate in all required online e-learning;
- Undertake self-directed learning activities, including individual research in your own time (estimated at 10 – 15 hours per week 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 a minimum of 40 hours of work placement within 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:

- 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
- Successfully completed a Certificate III in Community Services (CHC32015) via the Wesley Vocational Institute Program

## Course fees

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

See [www.smartandskilled.nsw.gov.au](http://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 on the link below or Contact our Newcastle Office on 02 4915 3641 or email [sally.whiteley@wesleymission.org.au](mailto:sally.whiteley@wesleymission.org.au)



<https://enrol.vetenrol.com.au/?clientID=VT-WESLEY&occuID=107915>

- Step 2:** Our WVI (Wesley Vocational Institute) representative will make contact with 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
- 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

- ☐ Unique Student Identifier (USI) number (apply here [usi.gov.au](http://usi.gov.au))
- ☐ Proof of welfare status (if applicable)
- ☐ Certified copies of qualifications to request for Credit Transfer

## Other important information

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

| CHC42021 Certificate IV in Community Services                                   |  |
|---|--|
| CHCDIV001 - Work with diverse people **   | CHCCCS020 - Respond effectively to behaviours of concern                 |
| CHCLEG001 - Work legally and ethically **                                       | CHCPRP001 – Develop and maintain networks and collaborative partnerships |
| CHCCOM002 – Use communication to build relationships                            | CHCADV001 - Facilitate the interests and rights of clients **            |
| CHCCCS004 – Assess coexisting needs **  | HLTWHS002 – Follow safe work practices for direct client care **         |
| HLTAID011 – Provide First Aid   | CHCCCS019 – Recognise and respond to crisis situations                   |
| CHCCOM001 – Provide first point of contact                                      | CHCPRP003 – Reflect on and improve professional practice                 |
| CHCDFV001 – Recognise and respond appropriately to domestic and family violence | HLTWHS006 – Manage personal stressors in the work environment **         |
| CHCCCS038 – Facilitate empowerment of people receiving support                  |  |

\*\* Denotes Credit Transfer due to completion in Certificate III in Community Services (CHC32015)

For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit [wesleymission.org.au](http://wesleymission.org.au)