

Tuition Fees: \$24,000 • Material Fee: \$600 • Delivery Mode: Face to Face

Course Description

This qualification reflects the role of community services workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

To achieve this qualification, the student must have completed at least 100 hours of work as detailed in the Assessment Requirements of units of competency. However, at Gradskill College Australia students are required to undertake 400 hours of placement at one or more providers to enable them to register with the Community Work Australia (CWA).

Upon completion, potential employment options include a direct support worker in aged care, disability, home and community care or other direct care work in the community services industry with roles such as Community Care Manager, Community Work Coordinator, Case Coordinator, Coordinator of Volunteer Work, Team Leader, Care Team Leader, Family Services Coordinator.

Entry Requirements

Age requirements

Students must be 18 years of age or above at the time of their course commencement at Gradskill College Australia.

Academic requirements

To enter this qualification, applicants should have successfully completed an Australian equivalent of Year 12 or higher.

English language requirements (for international students)

International students must demonstrate English language proficiency with a minimum score of:

- IELTS overall band of 6.0 (Academic), or
- PTE (Pearson Test of English) 47; or equivalent.

The test must have been taken no more than two years before you apply for Gradskill College Australia courses.

Alternatively, students can provide evidence that:

- a. they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, or
- b. within two years of their application, they have successfully completed a foundation course or a senior secondary certificate of education or a substantial part of a Certificate III or higher level qualification from the Australian Qualifications Framework in Australia, or
- c. Successful completion of an English Placement Test

All students are required to undertake a Pre-Training Review and complete a language, literacy and numeracy and digital proficiency test to ensure student have the appropriate level of skills for the best chance of successful completion of the course, and to Identify student's learning and pathway needs.

Pre-Training Review

All students must undertake a pre-training review conducted before the enrolment. Pre-training Review allows Gradskill College Australia to identify students training needs and their suitability into the course. Through this review, student can demonstrate that they have necessary skills to successfully complete the course. This review can be completed by completing a questionnaire or via an interview with a designated Gradskill College Australia staff. The review also helps to assess oral communication skills of the student.

Language, Literacy and Numeracy (LLN)

Students must have a proficient knowledge of written and spoken English to successfully participate in the training and complete the course assessment. All Students are required to undertake a Language, Literacy and Numeracy and Digital proficiency (LLND) assessment prior to the commencement of training to ensure if you will need any additional support during the course. All students enrolling into this course are expected to be at least at ACSF Level 3 in all or majority of skills. If the students are at a lower level, additional learning support will be determined and recommended.

Digital Literacy

Students enrolling in this course are expected to have basic computer skills including use of internet, email and word processor. All students must have access to an operating computer, laptop, tablet or smart phone with internet.

Work Placement Requirement

Students enrolled in *CHC52025 Diploma of Community Services* are required to undertake **400 hours of work placement** in an approved community care provider as part of their course. Prior to the start of Work Placement, student must be able to obtain a valid National Police clearance & NDIS clearance. Students are also required to be fully vaccinated to undertake placement.

Course Duration

The course is delivered over **104 weeks** as a full-time course which includes **80 weeks** of scheduled structured face to face delivery and work placement, and up to **24 weeks** of terms breaks and public holidays in between.

Course Structure

To be awarded this qualification, competency must be demonstrated in **20 units** of competency, consisting of 12 core units and 8 elective units.

Unit	Name	Core / Elective
CHCCCS004	Assess co-existing needs	Core

Unit	Name	Core / Elective
CHCCCS007	Develop and implement service programs	Core
CHCCCS019	Recognise and respond to crisis situations	Core
CHCCSM017	Facilitate and review case management	Core
CHCDEV005	Analyse impacts of sociological factors on people in community work and services	Core
CHCDFV001	Recognise and respond appropriately to domestic and family violence	Core
CHCDIV001	Work with diverse people	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCLEG003	Manage legal and ethical compliance	Core
CHCMGT005	Facilitate workplace debriefing and support processes	Core
CHCPRP003	Reflect on and improve own professional practice	Core
HLTWHS003	Maintain work health and safety	Core
CHCADV002	Provide advocacy and representation services	Elective
CHCCOM003	Develop workplace communication strategies	Elective
CHCCSL002	Apply specialist interpersonal and counselling interview skills	Elective
CHCDIV003	Manage and promote diversity	Elective
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	Elective
CHCPRP001	Develop and maintain networks and collaborative partnerships	Elective
CHCADV001	Facilitate the interests and rights of clients	Elective
HLTWHS004	Manage work health and safety	Elective

Delivery Approach

The course is delivered face to face, 20 hours per week in a training room and in a simulated workplace environment which will be scheduled over 3 days per week. All training will be delivered at its main campus at 1/3A Belair Avenue, Glenroy VIC 3046.

The course delivery will include training presentations, tutorials, demonstrations and practice tasks and activities. Students will be provided with a class timetable at the time of an enrolment.

Students are also required to undertake a self-paced study to enhance learning from the units. The extent of self-paced learning is determined by each individual student and is communicated through the trainer. Learner support will be available to students to assist them throughout their course.

Assessments

A range of assessment methods will be used to assess required skills and knowledge for each unit of competency. These may include but not limited to Questioning (oral or written), Case Study, Demonstration/Observation, Written assessment, Portfolio/Project, Role play, Research. Students are provided with specific assessment requirements at the beginning of each unit of competency along with submission/completion timeframe. As this is a competency-based training, outcome of the student assessment will be deemed Competent (C) or Not Yet Competent (NYC).

RPL/Credit Transfer:

Students can apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook and in RPL/Credit Transfer Policy & Procedures which is available at www.gradskill.com.au.

If students are granted course credit, this may affect their course fees as well as the duration of course. Gradskill College Australia will students in writing of changes to fees or course duration as a result of the credit if credit application is approved.

Student support:

Gradskill College Australia is committed to providing a supported and inclusive learning environment that promotes student success and wellbeing. In line with Standards for RTOs 2025 – Quality Area 2 and the National Code 2018 – Standard 6, Gradskill College Australia offers structured academic and welfare support services tailored to student needs, including international students.

Support arrangements are detailed in the Student Support Policy and Procedure and explained to students through the Student Handbook, Orientation Program, and during the Pre-Training Review/Interview.

All students participate in a Pre-Training Review to assess suitability and identify support needs (e.g., LLN, digital literacy, cultural adjustment, disability). Where required, a Student Support Plan is developed collaboratively with the student at course commencement and reviewed regularly. Referrals to external support services are made where support needs exceed Gradskill College Australia's internal capacity.

Course Fees

The costs for this course are as follows:

Course fees	Tuition fees: \$24,000 Material fee: \$600
Non-tuition fees	Enrolment fee: \$250 (non-refundable to be paid on application)

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Information about OSHC and providers is provided in the Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>

How do I Apply?

Prior to making an application read and understand the course information provided in this course information flyer, our website and the student handbook/prospectus. Then complete the application form and email to Gradskill College Australia and supporting documents to study@gradskill.com.au. You can make an application through our accredited education agents listed on our website www.gradskill.com.au/agents

Please note that the information collected on the application is used for administrative and statistical purposes and will remain confidential. Refer to our Privacy Policy.

Need More Information?

If you have any queries in relation to our courses, please contact us on 1300 810 425 or send an email to study@gradskill.com.au

Disclaimer: Course information in this flyer may not be sufficient to make an enrolment decision. For the complete pre-enrolment information including current policies, procedures, fees, and eligibility regarding this course please refer to student handbook and/or our website (www.gradskill.com.au) or contact one of our staff.



Gradskill International Pty Ltd
t/a Gradskill College Australia
ABN 80 668 511 340
Level 1, 3A Belair Avenue Glenroy
Victoria 3046, Australia

Phone: 1300 810 425
Email: study@gradskill.com.au
Website: www.gradskill.com.au