



# VICTORIAN PURCHASING GUIDE

CHC COMMUNITY SERVICES  
TRAINING PACKAGE RELEASE 7.0  
APRIL 2023

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# VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
CHC Community Services Training Package Release 7.0	18 April 2023	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 7.0.</p> <p>This release includes qualifications and units in the Individual Support, Ageing and Disability Sector.</p> <p>In addition, this purchasing guide now includes nominal hours for the unit CHCFIN005 Provide responsible online wagering services, endorsed in Release 4.0.</p>
CHC Community Services Training Package Release 6.0	14 February 2022	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 6.</p> <p>This release includes one (1) new qualification and one (1) new unit in Community Safety Services.</p>
CHC Community Services Training Package Release 5.0	25 October 2021	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 5.0 (July 2021)</p> <p>This release includes qualifications and units in the Children's Education and Care Sector incorporating:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education and Care</li> <li>• School Based Education Support</li> <li>• School Age Education and Care.</li> </ul>
CHC Community Services Training Package Release 4.0	28 July 2021	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 4.0 (May 2021) and the minor Release 3.4 (March 2021)</p> <p><b>Release 4.0</b></p> <p>This release includes:</p> <ul style="list-style-type: none"> <li>• The revised <i>CHC42221 Certificate IV in Housing</i> and associated units of competency, and</li> <li>• Two new units of competency <ul style="list-style-type: none"> <li>○ CHCSOH024 Support sustainable tenancies</li> <li>○ CHCFIN005 Provide responsible online wagering services</li> </ul> </li> </ul> <p><i>Note nominal hours are yet to be allocated to the unit CHCFIN005 Provide responsible online wagering services pending further advice.</i></p> <p><b>Minor Release 3.4</b></p> <p>This release includes deletion of 3 'zero use' units of competency:</p> <ul style="list-style-type: none"> <li>• CHCDFV014 Provide programs for people who have been subjected to domestic and family violence</li> <li>• CHCECD004 Establish and monitor Australian Apprenticeship arrangements</li> </ul>

Training Package Release	Date VPG Approved	Comments
		<ul style="list-style-type: none"> <li>CHCLAH007 Conduct a program for children and young people with special needs</li> </ul>
CHC Community Services Training Package Release 3.0	4 March 2016	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package Release 3. It includes qualifications and units of competency for:</p> <ul style="list-style-type: none"> <li>Career Development and Employment Services</li> <li>Celebrancy</li> <li>Family Services, comprising: <ul style="list-style-type: none"> <li>cross sector family services units</li> <li>children's contact services</li> <li>counselling and relationship counselling</li> <li>family dispute resolution</li> <li>financial counselling</li> <li>mediation</li> <li>relationship education</li> <li>statutory child protection (Graduate Certificate only – other qualifications have been endorsed through previous submissions)</li> </ul> </li> <li>cross-sector areas – group work, additional client care and support units, additional professional practice units</li> </ul> <p>Please refer to CHC Community Services Training Package Release 3.0 on the <a href="#">National Register</a> for further details.</p>
CHC Community Services Training Package Release 2.0	22 December 2015	<p>Release of revised minimum and maximum payable hours for CHC release 1 qualifications due to changed units.</p>
CHC Community Services Training Package Release 2.0	4 November 2015	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package Release 2. It includes qualifications in the following industry sectors:</p> <p>It includes qualifications and units of competency for:</p> <ul style="list-style-type: none"> <li>Community Sector &amp; Development</li> <li>Direct Client care</li> <li>Cross sector units</li> </ul> <p>In addition to:</p> <ul style="list-style-type: none"> <li>Children's &amp; Youth Services</li> </ul> <p>Please refer to CHC Community Services Training Package Release 2.0 on the <a href="#">National Register</a> for further details.</p> <p>Please note: this Victorian Purchasing Guide only contains information on components within the CHC Community Services Training Package. For information on components from the CHC08 Community Services Training Package, please refer to the CHC08 Victorian Purchasing Guide.</p>

Training Package Release	Date VPG Approved	Comments
CHC Community Services Training Package Release No 1.3	January 2015	Editorial update.
CHC Community Services Training Package Release No 1.2	1 Aug 2014	<p>This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:</p> <ul style="list-style-type: none"> <li>• CHC50113 Diploma of Early Childhood Education and Care</li> <li>• CHC50213 Diploma of School Age Education and Care</li> <li>• CHC50313 Diploma of Child, Youth and Family Intervention</li> <li>• CHC50413 Diploma of Youth Work</li> </ul>
CHC Community Services Training Package Release No 1, 1.1 & 1.2	7 Feb 2014	<p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package Release 1, 1.1 and 1.2. It includes qualifications in the following industry sectors:</p> <ul style="list-style-type: none"> <li>• Children's Services</li> <li>• Education Support</li> <li>• Youth Work</li> <li>• Youth Justice</li> <li>• Child, Youth and Family Intervention</li> </ul> <p>Please refer to CHC Community Services Training Package Release 1.2 on the <a href="#">National Register</a> for further details.</p> <p>Please note: this Victorian Purchasing Guide only contains information on components within the CHC Community Services Training Package. For information on components from the CHC08 Community Services Training Package, please refer to the CHC08 Victorian Purchasing Guide.</p>

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# INTRODUCTION

## What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

## Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

## Transition

The relationship between new units and any superseded or replaced units from the previous version of CHC Community Services Release 7.0 is provided in the Training Package Companion Volume Implementation Guide. (See [VETnet.gov.au](http://VETnet.gov.au) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the CHC Community Services Release 7.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
CHC14015	Certificate I in Active Volunteering	157	165
CHC22015	Certificate II in Community Services	299	315
CHC24015	Certificate II in Active Volunteering	195	205
CHC30121	Certificate III in Early Childhood Education and Care	1062	1118
CHC30221	Certificate III in School Based Education Support	717	755
CHC32015	Certificate III in Community Services	589	620
CHC33021	Certificate III in Individual Support	903	950
CHC34015	Certificate III in Active Volunteering	423	445
CHC35021	Certificate III in Community Safety Services	535	563
CHC40113	Certificate IV in School Age Education and Care	863	908
CHC40221	Certificate IV in School Based Education Support	874	920
CHC40313	Certificate IV in Child, Youth and Family Intervention	822	865
CHC40413	Certificate IV in Youth Work	988	1040
CHC40513	Certificate IV in Youth Justice	812	855
CHC41015	Certificate IV in Celebrancy	727	765
CHC41115	Certificate IV in Employment Services	817	860
CHC41215	Certificate IV in Career Development	836	880
CHC42015	Certificate IV in Community Services	884	930
CHC42115	Certificate IV in Community Development	931	980
CHC42221	Certificate IV in Housing	865	955
CHC42315	Certificate IV in Chaplaincy and Pastoral Care	808	850
CHC43015	Certificate IV in Ageing Support	1188	1250
CHC43121	Certificate IV in Disability Support	689	725



Code	Title	Minimum Payable Hours	Maximum Payable Hours
CHC43215	Certificate IV in Alcohol and Other Drugs	1252	1318
CHC43315	Certificate IV in Mental Health	860	905
CHC43415	Certificate IV in Leisure and Health	1002	1055
CHC43515	Certificate IV in Mental Health Peer Work	808	850
CHC44015	Certificate IV in Coordination of volunteer programs	627	660
CHC50121	Diploma of Early Childhood Education and Care	1300	1368
CHC50221	Diploma of School Age Education and Care	1446	1522
CHC50313	Diploma of Child, Youth and Family Intervention	1019	1073
CHC50413	Diploma of Youth Work	1468	1545
CHC50513	Diploma of Youth Justice	931	980
CHC51015	Diploma of Counselling	1121	1180
CHC51115	Diploma of Financial Counselling	1363	1435
CHC52015	Diploma of Community Services	1330	1400
CHC52115	Diploma of Community Development	1169	1230
CHC53215	Diploma of Alcohol and Other Drugs	1632	1718
CHC53315	Diploma of Mental Health	1520	1600
CHC53415	Diploma of Leisure and Health	1492	1570
CHC62015	Advanced Diploma of Community Sector Management	1097	1155
CHC81015	Graduate Diploma of Relationship Counselling	779	820
CHC81115	Graduate Diploma of Family Dispute Resolution	675	710
CHC81215	Graduate Certificate in Statutory Child Protection	793	835
CHC81315	Graduate Certificate in Career Development Practice	456	480
CHC82015	Graduate Certificate in Client Assessment and Case Management	713	750

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
CHCADV001	Facilitate the interests and rights of clients	100
CHCADV002	Provide advocacy and representation services	80
CHCADV003	Represent clients in court	75
CHCADV004	Represent organisation in court or tribunal	75
CHCADV005	Provide systems advocacy services	90
CHCAGE007	Recognise and report risk of falls	30
CHCAGE008	Implement falls prevention strategies	40
CHCAGE009	Provide services for older people	80
CHCAGE010	Implement interventions with older people to reduce risk	80
CHCAGE011	Provide support to people living with dementia	80
CHCAGE012	Provide food service	20
CHCAGE013	Work effectively in aged care	65
CHCAOD001	Work in an alcohol and other drugs context	80
CHCAOD002	Work with clients who are intoxicated	50
CHCAOD003	Provide needle and syringe services	50
CHCAOD004	Assess needs of clients with alcohol and other drugs issues	135
CHCAOD005	Provide alcohol and other drugs withdrawal services	150
CHCAOD006	Provide interventions for people with alcohol and other drugs issues	70
CHCAOD007	Develop strategies for alcohol and other drugs relapse prevention and management	55
CHCAOD008	Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues	90

Unit Code	Unit Title	Nominal Hours
CHCAOD009	Develop and review individual alcohol and other drugs treatment plans	75
CHCCCS001	Address the needs of people with chronic disease	75
CHCCCS002	Assist with movement	25
CHCCCS003	Increase the safety of individuals at risk of suicide	110
CHCCCS004	Assess co-existing needs	80
CHCCCS005	Conduct individual assessments	45
CHCCCS006	Facilitate individual service planning and delivery	120
CHCCCS007	Develop and implement service programs	100
CHCCCS008	Develop strategies to address unmet needs	65
CHCCCS009	Facilitate responsible behaviour	40
CHCCCS010	Maintain a high standard of service	30
CHCCCS012	Prepare and maintain beds	15
CHCCCS014	Provide brief interventions	75
CHCCCS016	Respond to client needs	60
CHCCCS017	Provide loss and grief support	55
CHCCCS018	Provide suicide bereavement support	50
CHCCCS019	Recognise and respond to crisis situations	45
CHCCCS020	Respond effectively to behaviours of concern	20
CHCCCS026	Transport individuals	20
CHCCCS028	Provide client-centred support to people in crisis	70
CHCCCS029	Work with involuntary and mandated clients	70
CHCCCS030	Determine and respond to carer needs	50

Unit Code	Unit Title	Nominal Hours
CHCCCS031	Provide individualised support	100
CHCCCS032	Provide basic foot care	25
CHCCCS033	Identify and report abuse	70
CHCCCS034	Facilitate independent travel	40
CHCCCS035	Support people with autism spectrum disorder	55
CHCCCS036	Support relationships with carer and family	70
CHCCCS037	Visit client residence	50
CHCCCS038	Facilitate the empowerment of people receiving support	120
CHCCCS039	Coordinate and monitor home-based support	65
CHCCCS040	Support independence and wellbeing	80
CHCCCS041	Recognise healthy body systems	80
CHCCCS042	Prepare meals	30
CHCCCS043	Support positive mealtime experiences	30
CHCCCS044	Follow established person-centred behaviour supports	60
CHCCDE001	Support participative planning processes	50
CHCCDE002	Develop and implement community programs	125
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85
CHCCDE005	Develop and support relevant community resources	120
CHCCDE006	Work to empower Aboriginal and/or Torres Strait Islander communities	30
CHCCDE007	Develop and provide community projects	70
CHCCDE008	Support community action	90

Unit Code	Unit Title	Nominal Hours
CHCCDE009	Develop and support community leadership	90
CHCCDE010	Develop and lead community engagement strategies to enhance participation	70
CHCCDE011	Implement community development strategies	70
CHCCDE012	Work within organisation and government structures to enable community development outcomes	95
CHCCDE013	Establish and develop community organisations or social enterprises	90
CHCCDE014	Facilitate the development of community capacity to manage place making	150
CHCCDE015	Develop and implement a community renewal plan	150
CHCCDE016	Deliver emergency relief services	50
CHCCEL001	Develop sustainable celebrancy practice	70
CHCCEL002	Establish client celebrancy needs	80
CHCCEL003	Research, design and organise ceremonies	100
CHCCEL004	Prepare for, present and evaluate ceremonies	60
CHCCEL005	Establish and maintain marriage celebrancy practice	35
CHCCEL006	Interview clients and plan marriage ceremonies	70
CHCCEL007	Prepare for, present and evaluate marriage ceremonies	40
CHCCEL008	Plan, present and evaluate funeral and memorial ceremonies	65
CHCCOM001	Provide first point of contact	35
CHCCOM002	Use communication to build relationships	55
CHCCOM003	Develop workplace communication strategies	100
CHCCOM004	Present information to stakeholder groups	80
CHCCOM005	Communicate and work in health or community services	30

Unit Code	Unit Title	Nominal Hours
CHCCOM006	Establish and manage client relationships	35
CHCCSL001	Establish and confirm the counselling relationship	100
CHCCSL002	Apply specialist interpersonal and counselling interview skills	60
CHCCSL003	Facilitate the counselling relationship and process	120
CHCCSL004	Research and apply personality and development theories	50
CHCCSL005	Apply learning theories in counselling	65
CHCCSL006	Select and use counselling therapies	70
CHCCSL007	Support counselling clients in decision-making processes	120
CHCCSM001	Facilitate goal directed planning	90
CHCCSM002	Implement case management practice	90
CHCCSM003	Work with carers and/or families in complex situations	80
CHCCSM004	Coordinate complex case requirements	75
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCCSM006	Provide case management supervision	120
CHCCSM007	Undertake case management in a child protection framework	70
CHCCSM008	Undertake advanced client assessment	90
CHCCSS001	Work effectively in Community Safety Services	80
CHCDEV001	Confirm client developmental status	60
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	100
CHCDEV003	Analyse client information for service planning and delivery	60
CHCDFV001	Recognise and respond appropriately to domestic and family violence	50

Unit Code	Unit Title	Nominal Hours
CHCDFV002	Provide support to children affected by domestic and family violence	70
CHCDFV003	Promote community awareness of domestic and family violence	50
CHCDFV004	Provide domestic and family violence support in Aboriginal and Torres Strait Islander communities	60
CHCDFV005	Provide domestic and family violence support in non-English speaking background communities	70
CHCDFV006	Counsel clients affected by domestic and family violence	70
CHCDFV007	Work with users of violence to effect change	70
CHCDFV008	Manage responses to domestic and family violence in family work	70
CHCDFV009	Establish change promoting relationship with users of domestic and family violence	30
CHCDFV010	Promote accountability and assist users of domestic and family violence to accept responsibility	60
CHCDFV011	Establish and maintain the safety of people who have experienced domestic and family violence	40
CHCDFV012	Make safety plans with people who have been subjected to domestic and family violence	30
CHCDFV013	Manage domestic and family violence screening and risk assessment processes	70
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach	40
CHCDIS012	Support community participation and social inclusion	60
CHCDIS013	Assist with communication using augmentative and alternative communication methods	60
CHCDIS014	Develop and use strategies for communication with augmentative and alternative communication systems	60
CHCDIS015	Develop and provide person-centred service responses	135
CHCDIS016	Develop and promote positive person-centred behaviour supports	85
CHCDIS017	Facilitate community participation and social inclusion	60

Unit Code	Unit Title	Nominal Hours
CHCDIS018	Facilitate ongoing skills development using a person-centred approach	50
CHCDIS019	Provide person-centred services to people with disability with complex needs	95
CHCDIS020	Work effectively in disability support	65
CHCDIS021	Prepare for NDIS support coordination	65
CHCDIS022	Coordinate NDIS participant support	75
CHCDIS023	Provide specialised support	80
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCDIV003	Manage and promote diversity	80
CHCDSP001	Facilitate dispute resolution in the family law context	70
CHCDSP002	Adhere to ethical standards in family dispute resolution	60
CHCDSP003	Support the safety of vulnerable parties in family dispute resolution	65
CHCECD001	Analyse and apply information that supports employment and career development	65
CHCECD002	Deliver and monitor contracted employment services	60
CHCECD003	Promote job seekers to employers	60
CHCECD005	Deliver employment services to employers	40
CHCECD006	Develop and monitor employment plans	55
CHCECD007	Maximise participation in work by people with disability	55
CHCECD008	Deliver services consistent with a career development framework	70
CHCECD009	Conduct career guidance interviews	70
CHCECD010	Provide support to people in career transition	100



Unit Code	Unit Title	Nominal Hours
CHCECD011	Manage quality in career development practice	75
CHCECE030	Support inclusion and diversity	63
CHCECE031	Support children's health, safety and wellbeing	160
CHCECE032	Nurture babies and toddlers	108
CHCECE033	Develop positive and respectful relationships with children	100
CHCECE034	Use an approved learning framework to guide practice	80
CHCECE035	Support the holistic learning and development of children	100
CHCECE036	Provide experiences to support children's play and learning	75
CHCECE037	Support children to connect with the natural environment	50
CHCECE038	Observe children to inform practice	40
CHCECE039	Comply with family day care administration requirements	30
CHCECE040	Attend to daily functions in home-based child care	35
CHCECE041	Maintain a safe and healthy environment for children	55
CHCECE042	Foster holistic early childhood learning, development and wellbeing	200
CHCECE043	Nurture creativity in children	80
CHCECE044	Facilitate compliance in a children's education and care service	110
CHCECE045	Foster positive and respectful interactions and behaviour in children	60
CHCECE046	Implement strategies for the inclusion of all children	65
CHCECE047	Analyse information to inform children's learning	75
CHCECE048	Plan and implement children's education and care curriculum	180
CHCECE049	Embed environmental responsibility in service operations	73
CHCECE050	Work in partnership with children's families	70

Unit Code	Unit Title	Nominal Hours
CHCECE051	Promote equity in access to the service	40
CHCECE052	Plan service and supports for children and families	60
CHCECE053	Respond to grievances and complaints about the service	40
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55
CHCECE055	Meet legal and ethical obligations in children's education and care	60
CHCECE056	Work effectively in children's education and care	65
CHCECE057	Use collaborative practices to uphold child protection principles	80
CHCEDS033	Meet legal and ethical obligations in an education support environment	35
CHCEDS034	Contribute to the planning and implementation of educational programs	70
CHCEDS035	Contribute to student education in all developmental domains	60
CHCEDS036	Support the development of literacy and oral language skills	55
CHCEDS037	Support the development of numeracy skills	60
CHCEDS038	Communicate with students parents and colleagues in an Aboriginal or Torres Strait Islander language	40
CHCEDS039	Work effectively as an Aboriginal and/or Torres Strait Islander education worker	40
CHCEDS040	Search and access online information	30
CHCEDS041	Set up and sustain learning areas	45
CHCEDS042	Provide support for e-learning	30
CHCEDS043	Support students with English as an additional language	30
CHCEDS044	Support development of student research skills	35
CHCEDS045	Support student mathematics learning	45
CHCEDS046	Support student literacy learning	65

Unit Code	Unit Title	Nominal Hours
CHCEDS047	Assist in facilitation of student learning	50
CHCEDS048	Work with students in need of additional learning support	70
CHCEDS049	Supervise students outside the classroom	40
CHCEDS050	Support Aboriginal and/or Torres Strait Islander education	55
CHCEDS051	Facilitate learning for students with disabilities	70
CHCEDS052	Deliver elements of teaching and learning programs	45
CHCEDS053	Assist in production of language resources	40
CHCEDS054	Contribute to teaching of Aboriginal and/or Torres Strait Islander language and culture	45
CHCEDS055	Coordinate e-learning programs	50
CHCEDS056	Provide support to students with autism spectrum disorder	50
CHCEDS057	Support students with additional needs in the classroom	85
CHCEDS058	Support the implementation of behaviour plans	70
CHCEDS059	Contribute to the health, safety and wellbeing of students	30
CHCEDS060	Work effectively with students and colleagues	50
CHCEDS061	Support responsible student behaviour	45
CHCEDU001	Provide community focused health promotion and prevention strategies	60
CHCEDU002	Plan health promotion and community intervention	75
CHCEDU003	Provide sexual and reproductive health information to clients	40
CHCEDU004	Develop, implement and review sexual and reproductive health education programs	70
CHCEDU005	Work with clients to identify financial literacy education needs	40
CHCEDU006	Improve clients' fundamental financial literacy skills	40

Unit Code	Unit Title	Nominal Hours
CHCEDU007	Provide group education on consumer credit and debt	40
CHCEDU008	Share health information	50
CHCEDU009	Provide parenting, health and well-being education	75
CHCEDU010	Prepare and evaluate relationship education programs	40
CHCEDU011	Work with parents or carers of very young children	60
CHCEDU012	Facilitate couple processes in group work	50
CHCEDU013	Facilitate adult learning and development	45
CHCFAM001	Operate in a family law environment	75
CHCFAM002	Work with a child-focused approach	90
CHCFAM003	Support people to improve relationships	60
CHCFAM004	Facilitate changeovers	60
CHCFAM005	Facilitate and monitor contact	70
CHCFAM006	Assist families to self-manage contact	60
CHCFAM007	Assist clients to develop parenting arrangements	70
CHCFAM008	Work within a child inclusive framework	65
CHCFAM009	Facilitate family intervention strategies	75
CHCFAM010	Provide intervention support to families	70
CHCFCS001	Facilitate the family counselling process	70
CHCFCS002	Provide relationship counselling	70
CHCFCS003	Provide counselling to children and young people	70
CHCFCS004	Provide grief and loss counselling	40
CHCFIN001	Facilitate the financial counselling process	85

Unit Code	Unit Title	Nominal Hours
CHCFIN002	Identify and apply technical information to assist clients with financial issues	80
CHCFIN003	Develop and use financial counselling tools and techniques	65
CHCFIN004	Provide rural financial counselling services	65
CHCFIN005	Provide responsible online wagering services	70
CHCGMB001	Assess the needs of clients with problem gambling issues	60
CHCGMB002	Provide counselling for clients with problem gambling issues	70
CHCGRP001	Support group activities	30
CHCGRP002	Plan and conduct group activities	70
CHCGRP003	Plan, facilitate and review psycho-educational groups	45
CHCGRP004	Deliver structured programs	40
CHCGRP005	Plan and provide group counselling	60
CHCHCS001	Provide home and community support services	50
CHCINM001	Meet statutory and organisation information requirements	110
CHCINM002	Meet community information needs	70
CHCLAH001	Work effectively in the leisure and health industries	50
CHCLAH002	Contribute to leisure and health programming	65
CHCLAH003	Participate in the planning, implementation and monitoring of individual leisure and health programs	80
CHCLAH004	Participate in planning leisure and health programs for clients with complex needs	50
CHCLAH005	Incorporate lifespan development and sociological concepts into leisure and health programming	65
CHCLAH006	Coordinate planning, implementation and monitoring of leisure and health programs	100
CHCLAH008	Provide leisure education	70

Unit Code	Unit Title	Nominal Hours
CHCLAH009	Apply concepts of human psychology to facilitate involvement in leisure programs	75
CHCLEG001	Work legally and ethically	55
CHCLEG002	Interpret and use legal information	65
CHCLEG003	Manage legal and ethical compliance	80
CHCLLN001	Respond to client language, literacy and numeracy needs	45
CHCLLN002	Support adult language and literacy learning	45
CHCLLN003	Support adult numeracy learning	45
CHCMED001	Prepare for mediation	65
CHCMED002	Facilitate mediation	75
CHCMED003	Consolidate and conclude mediation	50
CHCMGT001	Develop, implement and review quality framework	110
CHCMGT002	Manage partnership agreements with service providers	150
CHCMGT003	Lead the work team	100
CHCMGT004	Secure and manage funding	80
CHCMGT005	Facilitate workplace debriefing and support processes	120
CHCMGT006	Coordinate client directed services	80
CHCMGT007	Work effectively with the Board of an organisation	80
CHCMHS001	Work with people with mental health issues	80
CHCMHS002	Establish self-directed recovery relationships	60
CHCMHS003	Provide recovery oriented mental health services	60
CHCMHS004	Work collaboratively with the care network and other services	75
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	90

Unit Code	Unit Title	Nominal Hours
CHCMHS006	Facilitate the recovery process with the person, family and carers	50
CHCMHS007	Work effectively in trauma informed care	40
CHCMHS008	Promote and facilitate self advocacy	50
CHCMHS009	Provide early intervention, health prevention and promotion programs	75
CHCMHS010	Implement recovery oriented approaches to complexity	80
CHCMHS011	Assess and promote social, emotional and physical wellbeing	80
CHCMHS012	Provide support to develop wellness plans and advanced directives	80
CHCMHS013	Implement trauma informed care	80
CHCPAL003	Deliver care services using a palliative approach	70
CHCPAL004	Contribute to planning and implementation of care services using a palliative approach	55
CHCPAS001	Plan for the provision of pastoral and spiritual care	45
CHCPAS002	Provide pastoral and spiritual care	60
CHCPOL001	Contribute to the review and development of policies	20
CHCPOL002	Develop and implement policy	90
CHCPOL003	Research and apply evidence to practice	65
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
CHCPRP002	Collaborate in professional practice	40
CHCPRP003	Reflect on and improve own professional practice	120
CHCPRP004	Promote and represent the service	90
CHCPRP005	Engage with health professionals and the health system	40
CHCPRP006	Lead own professional development	75
CHCPRP007	Work within a clinical supervision framework	50

Unit Code	Unit Title	Nominal Hours
CHCPRT001	Identify and respond to children and young people at risk	40
CHCPRT002	Support the rights and safety of children and young people	40
CHCPRT003	Work collaboratively to maintain an environment safe for children and young people	50
CHCPRT004	Work effectively in child protection to support children, young people and families	80
CHCPRT005	Work within a practice framework	50
CHCPRT006	Build professional practice and sectoral expertise	40
CHCPRT007	Provide supervision in the community	50
CHCPRT008	Provide supervision in a secure system	60
CHCPRT009	Provide primary residential care	90
CHCPRT010	Work with children and young people with complex trauma and attachment issues and needs	75
CHCPRT011	Develop and implement a multi-agency investigation and child risk assessment strategy	65
CHCPRT012	Undertake and implement planning with at-risk children and young people and their families	58
CHCPRT013	Support the progress and development of young people	90
CHCPRT014	Interact with the legal system to protect children	65
CHCPRT015	Respond to needs of youth justice clients	50
CHCPRT016	Work in the youth justice environment	55
CHCPRT017	Support Aboriginal and/or Torres Strait Islander young people in youth justice system	55
CHCPRT018	Prepare young people for reintegration	50
CHCPRT019	Develop and support youth justice team	50
CHCPRT020	Manage complex child protection risk assessments and case strategies	90
CHCPRT021	Manage and monitor child protection orders	80



Unit Code	Unit Title	Nominal Hours
CHCPRT022	Develop, implement and monitor safety strategies in child protection work	70
CHCPRT023	Plan, implement and monitor provision of out of home care	60
CHCPRT024	Promote positive development of children and young people in out of home care	45
CHCPWK001	Apply peer work practices in the mental health sector	35
CHCPWK002	Contribute to the continuous improvement of mental health services for consumers and carers	40
CHCPWK003	Apply lived experience in mental health peer work	40
CHCPWK004	Work effectively in consumer mental health peer work	60
CHCPWK005	Work effectively with carers as a mental health peer worker	40
CHCPWK006	Promote and conduct mental health peer work	45
CHCSAC006	Support children to participate in school age care	70
CHCSAC007	Develop and implement play and leisure experiences in school age care	70
CHCSAC008	Work collaboratively and respectfully with school age children	70
CHCSAC009	Support the holistic development of children in school age care	80
CHCSAC010	Foster holistic learning, development and wellbeing for school age children	240
CHCSET001	Work with forced migrants	50
CHCSET002	Undertake bicultural work with forced migrants in Australia	55
CHCSOH013	Work with people experiencing or at risk of homelessness	85
CHCSOH014	Manage and maintain tenancy agreements and services	80
CHCSOH015	Manage housing application and allocation processes	100
CHCSOH016	Manage tenancy rent and rental arrears	70
CHCSOH017	Manage vacant properties	60

Unit Code	Unit Title	Nominal Hours
CHCSOH018	Respond to property maintenance enquiries	55
CHCSOH019	Manage head lease	45
CHCSOH020	Develop quality systems in line with registration standards	50
CHCSOH021	Work with clients within the social housing system	50
CHCSOH022	Develop social housing enterprise opportunities	50
CHCSOH023	Acquire properties by purchase or transfer	50
CHCSOH024	Support sustainable tenancies	120
CHCVOL001	Be an effective volunteer	25
CHCVOL002	Lead volunteer teams	40
CHCVOL003	Recruit, induct and support volunteers	70
CHCVOL004	Manage volunteer workforce development	60
CHCYTH001	Engage respectfully with young people	60
CHCYTH002	Work effectively with young people in the youth work context	60
CHCYTH003	Support young people to create opportunities in their lives	45
CHCYTH004	Respond to critical situations	100
CHCYTH005	Develop and implement procedures to enable young people to address their needs	55
CHCYTH006	Work with young people to establish support networks	50
CHCYTH007	Undertake youth work in specific communities	55
CHCYTH008	Support young people to take collective action	55
CHCYTH009	Support youth programs	150
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	90
CHCYTH011	Work effectively with young people and their families	55

Unit Code	Unit Title	Nominal Hours
CHCYTH012	Manage service response to young people in crisis	150

## CONTACTS AND LINKS

### Curriculum Maintenance Manager (CMM) Service

#### Human Services

The CMM Service is provided on behalf of Higher Education and Skills.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

Autumn Shea

Swinburne University of Technology

PO Box 218,

Hawthorn VIC 3122

(03) 9214 8501/5034

[cmmhs@swin.edu.au](mailto:cmmhs@swin.edu.au)

### Jobs and Skills Council (JSC) – HumanAbility

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established. At the time of publication, the entity and contact details for the JSC has not yet been announced. For more information see [Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](https://www.dewr.gov.au/industry-engagement-reforms)

### National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](https://www.training.gov.au) for more information.

### Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](https://www.deewr.gov.au) for more information.

### State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [djsir.vic.gov.au](https://www.djsir.vic.gov.au) for more information. (03) 9637 2000

### National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See [asqa.gov.au](https://www.asqa.gov.au) for more information.

### State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](https://www.vrqa.vic.gov.au)



## INDUSTRY REGULATORY BODIES

### **Australian Children's Education and Care Quality Authority (ACECQA)**

ACECQA is the independent national authority that assists governments in administering the National Quality Framework (NQF) for children's education and care.

See [acecqa.gov.au](http://acecqa.gov.au) for further information.

### **Medicines and Poisons Regulation Victoria**

The Department of Health sets requirements for the manufacture, safe storage, prescription, supply, sale, purchase, administration and use of medicines and chemicals, under the Victorian Drugs, Poisons and Controlled Substances legislation.

See [Medicines and Poisons Regulation \(health.vic.gov.au\)](http://health.vic.gov.au) for further information.

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.