

**Victorian Purchasing Guide**  
**for**  
**CHC Community Services Training Package**

**Release 3.0**

**March 2016**



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## Victorian Purchasing Guide - Version History

Training Package Version	Date VPG Released	Comments
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 in the following industry sectors:</p> <p>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 modification history at <a href="http://www.training.gov.au">www.training.gov.au</a> for further details.</p>
CHC Community Services Training Package Release 2.0	22 December 2015	Release of revised minimum and maximum payable hours for CHC release 1 qualifications due to changed units.
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 modification history at <a href="http://www.training.gov.au">www.training.gov.au</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>
<p>CHC Community Services Training Package</p> <p>Release No 1.3</p>	<p>January 2015</p>	<p>Editorial update.</p>
<p>CHC Community Services Training Package</p> <p>Release No 1.2</p>	<p>1 Aug 2014</p>	<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>
<p>CHC Community Services Training Package</p> <p>Release No 1, 1.1.&amp; 1.2</p>	<p>7 Feb 2014</p>	<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 modification history at <a href="http://www.training.gov.au">www.training.gov.au</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>

# CHC Community Services Training Package Victorian Purchasing Guide

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## **INTRODUCTION**

### **What is a Victorian Purchasing Guide?**

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

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

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

They also contain sample training programs which reflect a vocational outcome for the particular qualification it has been developed for.

### **Victorian Government subsidised training**

To deliver government subsidised training in Victoria, an RTO must have an approved VET funding contract with the Department of Education and Training (DET).

The VET funding contract and related guidelines set out the requirements that RTOs must abide by to maintain compliance as contracted providers in receipt of government subsidy. The contract and guidelines set standards of behaviour, as well as prescribing minimum requirements with regard to provider practice in the delivery of training services.

For further information relating to obtaining a VET funding contract, please visit the Skills Victoria Training System (SVTS) website: <http://www.education.vic.gov.au/svts>

**QUALIFICATIONS**

<b>Code</b>	<b>Title</b>	<b>Minimum Payable Hours</b>	<b>Maximum Payable Hours</b>
CHC14015	Certificate I in Active Volunteering	157	165
CHC22015	Certificate II in Community Services	299	315
CHC24015	Certificate II in Active Volunteering	195	205
CHC30113	Certificate III in Early Childhood Education and Care	844	888
CHC30213	Certificate III in Education Support	478	608
CHC32015	Certificate III in Community Services	589	620
CHC33015	Certificate III in Individual Support	679	715
CHC34015	Certificate III in Active Volunteering	423	445
CHC40113	Certificate IV in School Age Education and Care	863	908
CHC40213	Certificate IV in Education Support	751	790
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
CHC42215	Certificate IV in Social Housing	822	865
CHC42315	Certificate IV in Chaplaincy and Pastoral Care	808	850
CHC43015	Certificate IV in Ageing Support	1188	1250
CHC43115	Certificate IV in Disability	884	930
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
CHC50113	Diploma of Early Childhood Education and Care	1898	1998
CHC50213	Diploma of School Age Education and Care	1886	1985
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

<b>Code</b>	<b>Title</b>	<b>Minimum Payable Hours</b>	<b>Maximum Payable Hours</b>
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**

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE002	Implement falls prevention strategies	40
CHCAGE003	Coordinate services for older people	80
CHCAGE004	Implement interventions with older people at risk	80
CHCAGE005	Provide support to people living with dementia	65
CHCAGE006	Provide food services	20
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 client 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
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
CHCCCS011	Meet personal support needs	60
CHCCCS012	Prepare and maintain beds	15
CHCCCS013	Provide basic foot care	25
CHCCCS014	Provide brief interventions	75
CHCCCS015	Provide individualised support	30

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
CHCCCS021	Respond to suspected abuse	60
CHCCCS022	Facilitate independent travel	40
CHCCCS023	Support independence and wellbeing	80
CHCCCS024	Support individuals with autism spectrum disorder	50
CHCCCS025	Support relationships with carers and families	70
CHCCCS026	Transport individuals	20
CHCCCS027	Visit client residence	50
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
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
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

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
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 assessments	90
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
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	30

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
	violence	
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
CHCDFV014	Provide programs for people who have been subjected to domestic and family violence	50
CHCDIS001	Contribute to ongoing skills development using a strengths-based approach	40
CHCDIS002	Follow established person-centred behaviour supports	50
CHCDIS003	Support community participation and social inclusion	60
CHCDIS004	Communicate using augmentative and alternative communication strategies	60
CHCDIS005	Develop and provide person-centred service responses	135
CHCDIS006	Develop and promote positive person-centred behaviour supports	85
CHCDIS007	Facilitate the empowerment of people with disability	100
CHCDIS008	Facilitate community participation and social inclusion	60
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	50
CHCDIS010	Provide person-centred services to people with disability with complex needs	90
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
CHCECD004	Establish and monitor Australian Apprenticeships arrangements	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
CHCECD011	Manage quality in career development practice	75
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	63

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CHCECE003	Provide care for children	70
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE005	Provide care for babies and toddlers	60
CHCECE006	Support behaviour of children and young people	30
CHCECE007	Develop positive and respectful relationships with children	70
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE010	Support the holistic development of children in early childhood	70
CHCECE011	Provide experiences to support children's play and learning	40
CHCECE012	Support children to connect with their world	40
CHCECE013	Use information about children to inform practice	40
CHCECE014	Comply with family day care administration requirements	30
CHCECE015	Attend to daily functions in home based child care	35
CHCECE016	Establish and maintain a safe and healthy environment for children	50
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	240
CHCECE018	Nurture creativity in children	80
CHCECE019	Facilitate compliance in an education and care service	120
CHCECE020	Establish and implement plans for developing cooperative behaviour	50
CHCECE021	Implement strategies for the inclusion of all children	50
CHCECE022	Promote children's agency	80
CHCECE023	Analyse information to inform learning	70
CHCECE024	Design and implement the curriculum to foster children's learning and development	170
CHCECE025	Embed sustainable practices in service operations	60
CHCECE026	Work in partnership with families to provide appropriate education and care for children	70
CHCECE027	Promote equity in access to the service	40
CHCECE028	Collaborate with families to plan service and supports	60
CHCECE029	Respond to problems and complaints about the service	40
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	35
CHCEDS002	Assist in implementation of planned educational programs	40
CHCEDS003	Contribute to student education in all developmental domains	50
CHCEDS004	Contribute to organisation and management of classroom or centre	30
CHCEDS005	Support the development of literacy and oral language skills	55
CHCEDS006	Support the development of numeracy skills	50
CHCEDS007	Work effectively with students and colleagues	40
CHCEDS008	Comply with school administrative requirements	30
CHCEDS009	Communicate with parents, students and colleagues in Aboriginal or Torres Strait Islander language	40

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CHCEDS010	Work effectively as an Aboriginal or Torres Strait Islander education worker	40
CHCEDS011	Search and assess online information	30
CHCEDS012	Set up and sustain individual and small group learning areas	18
CHCEDS013	Use an e-learning management system	30
CHCEDS014	Support students with English as a second language	30
CHCEDS015	Support development of student research skills	35
CHCEDS016	Support learning for students with disabilities in a classroom environment	35
CHCEDS017	Contribute to the health and safety of students	30
CHCEDS018	Support students with additional needs in the classroom environment	30
CHCEDS019	Support students' mathematics learning	45
CHCEDS020	Support students' literacy learning	40
CHCEDS021	Assist in facilitation of student learning	50
CHCEDS022	Work with students in need of additional support	50
CHCEDS023	Supervise students outside the classroom	40
CHCEDS024	Use educational strategies to support Aboriginal and/or Torres Strait Islander education	55
CHCEDS025	Facilitate learning for students with disabilities	50
CHCEDS026	Deliver elements of teaching and learning programs	45
CHCEDS027	Support flexible learning in an education environment	45
CHCEDS028	Assist in production of language resources	40
CHCEDS029	Assist teacher to develop Aboriginal and/or Torres Strait Islander language and culture lessons	40
CHCEDS030	Coordinate e-learning programs	50
CHCEDS031	Provide support to students with autism spectrum disorder	50
CHCEDS032	Support learning and implementation of responsible behaviour	55
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
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

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
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
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
CHCHCS002	Coordinate and monitor home based support	65
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

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
CHCLAH007	Conduct a program for children and young people with special needs	40
CHCLAH008	Provide leisure education	70
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 coexisting mental health and alcohol and other drugs issues	90
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
CHCPAL001	Deliver care services using a palliative approach	60
CHCPAL002	Plan for and provide 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



<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
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
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

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
CHCSAC001	Support children to participate in school age care	50
CHCSAC002	Develop and implement play and leisure experiences in school age care	65
CHCSAC003	Work collaboratively and respectfully with children in school age care	60
CHCSAC004	Support the holistic development of children in school age care	70
CHCSAC005	Foster the holistic development and wellbeing of the child in school age care	240
CHCSET001	Work with forced migrants	50
CHCSET002	Undertake bicultural work with forced migrants in Australia	55
CHCSOH001	Work with people experiencing or at risk of homelessness	85
CHCSOH002	Manage and maintain tenancy agreements and services	70
CHCSOH003	Manage housing application processes	70
CHCSOH004	Manage housing allocations	70
CHCSOH005	Manage tenancy rent and rental arrears	70
CHCSOH006	Manage vacant properties	60
CHCSOH007	Respond to property maintenance enquiries	50
CHCSOH008	Manage head lease	50
CHCSOH009	Develop quality systems in line with registration standards	50
CHCSOH010	Work with clients within the social housing system	50
CHCSOH011	Develop social housing enterprise opportunities	50
CHCSOH012	Acquire properties by purchase or transfer	50
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

<b>Code</b>	<b>Unit Title</b>	<b>Nominal Hours</b>
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
CHCYTH012	Manage service response to young people in crisis	150

## SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **CHC Community Services Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Certificate I in Active Volunteering	
<b>Qualification Code</b>	CHC14015	
<b>Description</b>	This qualification reflects the role of volunteer workers and includes foundation skills required to enable them to effectively undertake volunteer work. This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCVOL001	Be an effective volunteer	25
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
BSBCMM201	Communicate in the workplace	40
BSBCUS201	Deliver a service to customers	40
<b>Total Hours</b>		<b>165</b>

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Certificate II in Community Services	
<b>Qualification Code</b>	CHC22015	
<b>Description</b>	This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines. Suitable qualification for VET in School programs.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTWHS001	Participate in workplace health and safety	20
BSBWOR202	Organise and complete daily work activities	20
<b>Elective</b>		
CHCCDE003	Work within a community development framework	65
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCPRT001	Identify and respond to children and young people at risk	40
BSBWOR201	Manage personal stress in the workplace	40
<b>Total Hours</b>		<b>315</b>

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Certificate II in Active Volunteering	
<b>Qualification Code</b>	CHC24015	
<b>Description</b>	This qualification reflects the role of entry level volunteer workers. At this level, work takes place under direct, regular supervision within clearly defined guidelines. This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCVOL001	Be an effective volunteer	25
HLTWHS001	Participate in workplace health and safety	20
BSBCMM201	Communicate in the workplace	40
<b>Elective</b>		
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
FSKRDG10	Read and respond to routine workplace information	15
<b>Total Hours</b>		<b>205</b>

<b>Occupation/ Work Function</b>	Child Care Worker	
<b>Qualification Title</b>	Certificate III in Early Childhood Education and Care	
<b>Qualification Code</b>	CHC30113	
<b>Description</b>	This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	63
CHCECE003	Provide care for children	70
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE005	Provide care for babies and toddlers	60
CHCECE007	Develop positive and respectful relationships with children	70
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE010	Support the holistic development of children in early childhood	70
CHCECE011	Provide experiences to support children's play and learning	40
CHCECE013	Use information about children to inform practice	40
CHCLEG001	Work legally and ethically	55
CHCPRT001	Identify and respond to children and young people at risk	40
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCECE006	Support behaviour of children and young people	30
CHCECE012	Support children to connect with their world	40
CHCSAC004	Support the holistic development of children in school age care	70
<b>Total Hours</b>		<b>888</b>

<b>Occupation/ Work Function</b>	Education Support worker	
<b>Qualification Title</b>	Certificate III in Education Support	
<b>Qualification Code</b>	CHC30213	
<b>Description</b>	This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE006	Support behaviour of children and young people	30
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	35
CHCEDS002	Assist in implementation of planned educational programs	40
CHCEDS003	Contribute to student education in all developmental domains	50
CHCEDS004	Contribute to organisation and management of classroom or centre	30
CHCEDS005	Support the development of literacy and oral language skills	55
CHCEDS006	Support the development of numeracy skills	50
CHCEDS007	Work effectively with students and colleagues	40
CHCEDS017	Contribute to the health and safety of students	30
CHCEDS018	Support students with additional needs in the classroom environment	30
<b>Elective</b>		
CHCEDS008	Comply with school administrative requirements	30
CHCEDS012	Set up and sustain individual and small group learning areas	18
CHCEDS014	Support students with English as a second language	30
CHCEDS016	Support learning for students with disabilities in a classroom environment	35
CHCPRT001	Identify and respond to children and young people at risk	40
<b>Total Hours</b>		<b>608</b>



<b>Occupation/ Work Function</b>	Special Care Workers	
<b>Qualification Title</b>	Certificate III in Community Services	
<b>Qualification Code</b>	CHC32015	
<b>Description</b>	<p>This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.</p> <p>At this level, work takes place under the direction of others and supervision may be direct or indirect. Work may take place in a range of community services organisations.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS016	Respond to client needs	60
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTWHS002	Follow safe work practices for direct client care	25
HLTWHS006	Manage personal stressors in the work environment	25
<b>Elective</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCCDE003	Work within a community development framework	65
CHCCOM001	Provide first point of contact	35
CHCDIS007	Facilitate the empowerment of people with disability	100
CHCGRP001	Support group activities	30
CHCMHS001	Work with people with mental health issues	80
BSBWOR301	Organise personal work priorities and development	30
<b>Total Hours</b>		<b>620</b>

<b>Occupation/ Work Function</b>	Personal Care Assistant	
<b>Qualification Title</b>	Certificate III in Individual Support (Aging)	
<b>Qualification Code</b>	CHC33015	
<b>Description</b>	This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work will involve using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers will have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.	
<b>Note:</b>	This qualification offers a number of different specialisations and only one is provided here.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS015	Provide individualised support	30
CHCCCS023	Support independence and wellbeing	80
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTAAP001	Recognise healthy body systems	70
HLTWH002	Follow safe work practices for direct client care	25
<b>Elective</b>		
<b>Group A</b>		
CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE005	Provide support to people living with dementia	65
CHCCCS011	Meet personal support needs	60
<b>Group B</b>		
CHCDIS007	Facilitate the empowerment of people with disability	100
<b>Group C</b>		
CHCHCS001	Provide home and community support services	50
<b>Group D (other electives)</b>		
CHCPAL001	Deliver care services using a palliative approach	60
<b>Total Hours</b>		<b>715</b>

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Certificate III in Active Volunteering	
<b>Qualification Code</b>	CHC34015	
<b>Description</b>	<p>This qualification reflects the role of people working in a volunteer capacity across a range of industries and organisations in a variety of contexts.</p> <p>At this level, work takes place under the direction of others and supervision may be direct or indirect. Volunteers may also be required to lead volunteer teams and have limited responsibility for the output of others within a project or event.</p> <p>Organisations may require volunteers to undergo relevant background checks.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCVOL001	Be an effective volunteer	25
HLTWHS001	Participate in workplace health and safety	20
BSBWOR301	Organise personal work priorities and development	30
<b>Elective</b>		
CHCCDE005	Develop and support relevant community resources	120
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	35
CHCVOL002	Lead volunteer teams	40
<b>Total Hours</b>		<b>445</b>

<b>Occupation/ Work Function</b>	School Education Care Worker	
<b>Qualification Title</b>	Certificate IV in School Age Education and Care	
<b>Qualification Code</b>	CHC40113	
<b>Description</b>	<p>This qualification reflects the role of educators who work with school age children in outside school hours care and vacation programs. In doing so they support the implementation of an approved learning framework. They may work under direct supervision or autonomously.</p> <p>They may have responsibility for supervision of volunteers or other staff.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	63
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE011	Provide experiences to support children's play and learning	40
CHCLEG001	Work legally and ethically	55
CHCPRT001	Identify and respond to children and young people at risk	40
CHCSAC001	Support children to participate in school age care	50
CHCSAC002	Develop and implement play and leisure experiences in school age care	65
CHCSAC003	Work collaboratively and respectfully with children in school age care	60
CHCSAC004	Support the holistic development of children in school age care	70
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCCOM002	Use communication to build relationships	55
CHCECE006	Support behaviour of children and young people	30
CHCECE010	Support the holistic development of children in early childhood	70
BSBWOR301	Organise personal work priorities and development	30
<b>Total Hours</b>		<b>908</b>

<b>Occupation/ Work Function</b>	Education Support Worker	
<b>Qualification Title</b>	Certificate IV in Education Support	
<b>Qualification Code</b>	CHC40213	
<b>Description</b>	<p>This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.</p> <p>Some job roles may require tasks to be performed with a moderate level of autonomy and/or the provision of supervision/leadership to other staff/volunteers.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE006	Support behaviour of children and young people	30
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	35
CHCEDS021	Assist in facilitation of student learning	50
CHCEDS022	Work with students in need of additional support	50
CHCEDS024	Use educational strategies to support Aboriginal and/or Torres Strait Islander education	55
CHCEDS025	Facilitate learning for students with disabilities	50
CHCEDS032	Support learning and implementation of responsible behaviour	55
CHCPRP003	Reflect on and improve own professional practice	120
CHCPRT001	Identify and respond to children and young people at risk	40
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	50
CHCEDS023	Supervise students outside the classroom	40
CHCEDS026	Deliver elements of teaching and learning programs	45
CHCEDS027	Support flexible learning in an education environment	45
CHCEDS028	Assist in production of language resources	40
<b>Total Hours</b>		<b>790</b>

<b>Occupation/ Work Function</b>	Youth Support Worker (Family Support)	
<b>Qualification Title</b>	Certificate IV in Child, Youth and Family Intervention	
<b>Qualification Code</b>	CHC40313	
<b>Description</b>	This qualification reflects the role of those who work in youth and family intervention, including practice specialisations in residential and out of home care, family support and early intervention. Workers operate under a broad supervision framework and within clearly defined organisational guidelines, service plans and position specifications.	
<b>Notes</b>	This qualification offers a number of specialisations, see packaging rules for elective selection	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS006	Facilitate individual service planning and delivery	120
CHCCOM002	Use communication to build relationships	55
CHCDEV001	Confirm client developmental status	60
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCLEG001	Work legally and ethically	55
CHCPRT001	Identify and respond to children and young people at risk	40
CHCPRT003	Work collaboratively to maintain an environment safe for children and young people	50
CHCPRT005	Work within a practice framework	50
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCCCS009	Facilitate responsible behaviour	40
CHCFAM009	Facilitate family intervention strategies	75
CHCEDU009	Provide parenting, health and well-being education	75
CHCCCS016	Respond to client needs	60
CHCFAM003	Support people to improve relationships	60
CHCMHS007	Work effectively in trauma informed care	40
<b>Total Hours</b>		<b>865</b>

<b>Occupation/ Work Function</b>	Youth Residential Care Worker	
<b>Qualification Title</b>	Certificate IV in Youth Work	
<b>Qualification Code</b>	CHC40413	
<b>Description</b>	<p>This qualification reflects the role of workers who develop and facilitate programs for young people through a range of community-based programs designed to address the social, behavioural, health, welfare, developmental and protection needs of young people.</p> <p>This work may be undertaken through employment in community, government and youth sector agencies and workers will be:</p> <p>responsible for implementing policies and guidelines of the employing organisation largely self-directed with fairly autonomous decision-making capacity under the indirect supervision of a manager.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCDE003	Work within a community development framework	65
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCGRP002	Plan and conduct group activities	70
CHCLEG001	Work legally and ethically	55
CHCMHS001	Work with people with mental health issues	80
CHCPRT001	Identify and respond to children and young people at risk	40
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
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	90
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCAOD001	Work in an alcohol and other drugs context	80
CHCCCS009	Facilitate responsible behaviour	40
CHCCCS016	Respond to client needs	60
CHCYTH011	Work effectively with young people and their families	55
<b>Total Hours</b>		<b>1040</b>

<b>Occupation/ Work Function</b>	Youth Support Worker	
<b>Qualification Title</b>	Certificate IV in Youth Justice	
<b>Qualification Code</b>	CHC40513	
<b>Description</b>	This qualification reflects the role of youth justice workers who supervise young people who have been directed by the justice system to be in the care and direction of authorised community and/or government agencies.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCPRT001	Identify and respond to children and young people at risk	40
CHCPRT013	Support the progress and development of young people	90
CHCPRT016	Work in the youth justice environment	55
CHCPRT017	Support Aboriginal and/or Torres Strait Islander young people in youth justice system	55
CHCYTH004	Respond to critical situations	100
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCPRT007	Provide supervision in the community	50
CHCCCS004	Assess co-existing needs	80
CHCMHS001	Work with people with mental health issues	80
CHCPRT002	Support the rights and safety of children and young people	40
CHCYTH003	Support young people to create opportunities in their lives	45
CHCYTH006	Work with young people to establish support networks	50
<b>Imported Elective</b>		
CHCLEG001	Work legally and ethically	55
<b>Total Hours</b>		<b>855</b>



<b>Occupation/ Work Function</b>	Marriage Celebrant	
<b>Qualification Title</b>	Certificate IV in Celebrancy	
<b>Qualification Code</b>	CHC41015	
<b>Description</b>	This qualification reflects the role of celebrants who work with their clients to plan and present ceremonies of varied types in the Australian community. Celebrants are generally self-employed. When the marriage celebrancy electives* are chosen, this qualification addresses the specific legislative responsibilities of marriage celebrants and is linked to national registration requirements.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
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
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
<b>Elective</b>		
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
CHCCCS017	Provide loss and grief support	55
BSBSMB405	Monitor and manage small business operations	45
BSBSMB403	Market the small business	50
<b>Total Hours</b>		<b>765</b>

<b>Occupation/ Work Function</b>	Employment Consultant	
<b>Qualification Title</b>	Certificate IV in Employment Services	
<b>Qualification Code</b>	CHC41115	
<b>Description</b>	This qualification reflects the role of individuals who provide employment services to both job-seekers and employers. They use specialised knowledge to support individual jobseekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS016	Respond to client needs	60
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
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
CHCECD006	Develop and monitor employment plans	55
CHCLEG001	Work legally and ethically	55
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
<b>Elective</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCCSM004	Coordinate complex case requirements	75
CHCECD004	Establish and monitor Australian Apprenticeships arrangements	60
CHCECD007	Maximise participation in work by people with disability	55
BSBEMS403	Develop and provide employment management services to candidates	40
<b>Total Hours</b>		<b>860</b>

<b>Occupation/ Work Function</b>	Career Information Officer	
<b>Qualification Title</b>	Certificate IV in Career Development	
<b>Qualification Code</b>	CHC41215	
<b>Description</b>	This qualification reflects the role of individuals who provide programs and services to individuals and groups of clients and employers to support them in planning their career and/or locating, securing and maintaining suitable employment. They may work in career information and transition services or assist in career advisor roles in education, training, school or transition work environments. They may have limited supervisory responsibilities in contexts such as employment services.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCECD001	Analyse and apply information that supports employment and career development	65
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
CHCLEG001	Work legally and ethically	55
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
<b>Elective</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCLLN001	Respond to client language, literacy and numeracy needs	45
CHCMHS001	Work with people with mental health issues	80
CHCPRP004	Promote and represent the service	90
TAEDEL401A	Plan, organise and deliver group-based learning	30
<b>Total Hours</b>		<b>880</b>

<b>Occupation/ Work Function</b>	Community Worker/Youth Worker/Counsellors/Family Support Worker/Aboriginal Health Education Officer	
<b>Qualification Title</b>	Certificate IV in Community Services	
<b>Qualification Code</b>	CHC42015	
<b>Description</b>	This qualification reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups. Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services. At this level, workers may be autonomous with limited responsibility within established parameters and may be required to supervise and lead other workers in projects or teams. Work may take place in a range of community service, case work or case management contexts	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCCCS004	Assess co-existing needs	80
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
HLTWHS003	Maintain work health and safety	40
<b>Elective</b>		
CHCDFV001	Recognise and respond appropriately to domestic and family violence	50
CHCAOD001	Work in an alcohol and other drugs context	80
CHCCCS019	Recognise and respond to crisis situations	45
CHCMHS001	Work with people with mental health issues	80
CHCMHS003	Provide recovery oriented mental health services	60
CHCPRT001	Identify and respond to children and young people at risk	40
CHCSOH001	Work with people experiencing or at risk of homelessness	85
CHCVOL002	Lead volunteer teams	40
<b>Total Hours</b>		<b>930</b>

<b>Occupation/ Work Function</b>	Community Services Officer	
<b>Qualification Title</b>	Certificate IV in Community Development	
<b>Qualification Code</b>	CHC42115	
<b>Description</b>	<p>This qualification reflects the role of community services workers who assist in the delivery of programs that contribute to the development of capacity through public social change processes.</p> <p>At this level, work takes place within a professional team under the guidance of others, to support development within the community. Work may be undertaken in organisations working across a range of social, health, environment, economic, arts and culture and recreation sectors.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCDE001	Support participative planning processes	50
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85
CHCCDE005	Develop and support relevant community resources	120
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCADV002	Provide advocacy and representation services	80
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	100
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCGRP002	Plan and conduct group activities	70
CHCYTH011	Work effectively with young people and their families	55
BSBATSIC511	Plan and conduct a community meeting	60
<b>Total Hours</b>		<b>980</b>

<b>Occupation/ Work Function</b>	Community Services or Welfare Officer	
<b>Qualification Title</b>	Certificate IV in Social Housing	
<b>Qualification Code</b>	CHC42215	
<b>Description</b>	This qualification reflects the role of workers who are engaged in delivering social housing services and support to tenants, residents, applicants and the community, including clients who are experiencing homelessness or at risk of experiencing homelessness. Workers at this level may work under limited supervision in an administrative and/or assisting capacity in delivering housing support services in the social housing sector.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS004	Assess co-existing needs	80
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCSOH001	Work with people experiencing or at risk of homelessness	85
CHCSOH002	Manage and maintain tenancy agreements and services	70
CHCSOH010	Work with clients within the social housing system	50
HLTWHS003	Maintain workplace health and safety	40
<b>Elective</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCCDE003	Work within a community development framework	65
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCMHS001	Work with people with mental health issues	80
CHCPRT001	Identify and respond to children and young people at risk	40
CHCSOH007	Respond to property maintenance enquiries	50
CPPDSM3014A	Undertake property inspection	30
<b>Total Hours</b>		<b>865</b>

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Certificate IV in Chaplaincy and Pastoral Care	
<b>Qualification Code</b>	CHC42315	
<b>Description</b>	<p>This qualification reflects the role of chaplains and/or pastoral and spiritual care workers who provide ongoing ethical, moral and spiritual support to clients using a person-centred approach.</p> <p>Workers operate within the guidelines and practices of their organisation and within the professional and ethical standards of their relevant association. The development of self-awareness and identity underpin effective work in pastoral and spiritual care and are developed over time, through professionally supervised practice and mentoring.</p> <p>Work may take place in a range of contexts, including schools, community outreach and local churches in a paid or volunteer capacity. Work in these roles may also require commissioning from a recognised religious institution. (Not intended for work in hospitals, aged care, army or detention facilities).</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS016	Respond to client needs	60
CHCCCS017	Provide loss and grief support	55
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCMHS001	Work with people with mental health issues	80
CHCPAS001	Plan for the provision of pastoral and spiritual care	45
CHCPAS002	Provide pastoral and spiritual care	60
CHCPRP003	Reflect on and improve own professional practice	120
<b>Elective</b>		
CHCCSL001	Establish and confirm the counselling relationship	100
CHCMHS011	Assess and promote social, emotional and physical wellbeing	80
CHCPRT001	Identify and respond to children and young people at risk	40
CHCYTH002	Work effectively with young people in the youth work context	60
<b>Total Hours</b>		<b>850</b>

<b>Occupation/ Work Function</b>	Residential Care Officer	
<b>Qualification Title</b>	Certificate IV in Ageing Support	
<b>Qualification Code</b>	CHC43015	
<b>Description</b>	<p>This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.</p> <p>Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE003	Coordinate services for older people	80
CHCAGE004	Implement interventions with older people at risk	80
CHCAGE005	Provide support to people living with dementia	65
CHCCCS006	Facilitate individual service planning and delivery	120
CHCCCS011	Meet personal support needs	60
CHCCCS023	Support independence and wellbeing	80
CHCCCS025	Support relationships with carers and families	70
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
CHCPAL001	Deliver care services using a palliative approach	60
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
HLTAAP001	Recognise healthy body systems	70
HLTWHS002	Follow safe work practices for direct client care	25
<b>Elective</b>		
CHCAGE002	Implement falls prevention strategies	40
CHCCCS007	Develop and implement service programs	100
BSBMGT401	Show leadership in the workplace	50
<b>Total Hours</b>		<b>1250</b>



<b>Occupation/ Work Function</b>	Disabilities Services Officer	
<b>Qualification Title</b>	Certificate IV in Disability	
<b>Qualification Code</b>	CHC43115	
<b>Description</b>	<p>This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing.</p> <p>Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS015	Provide individualised support	30
CHCDIS002	Follow established person-centred behaviour supports	50
CHCDIS005	Develop and provide person-centred service responses	135
CHCDIS007	Facilitate the empowerment of people with disability	100
CHCDIS008	Facilitate community participation and social inclusion	60
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	50
CHCDIS010	Provide person-centred services to people with disability with complex needs	90
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
HLTAAP001	Recognise healthy body systems	70
HLTWHS002	Follow safe work practices for direct client care	25
<b>Elective</b>		
CHCADV002	Provide advocacy and representation services	80
CHCCCS011	Meet personal support needs	60
CHCDIS004	Communicate using augmentative and alternative communication strategies	60
<b>Total Hours</b>		<b>930</b>

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Certificate IV in Alcohol and Other Drugs	
<b>Qualification Code</b>	CHC43215	
<b>Description</b>	This qualification reflects the role of entry level workers who provide services and interventions to clients with alcohol and other drugs issues and/or implement health promotion and community interventions. Work is undertaken in contexts such as community based organisations, withdrawal services, residential rehabilitation services and outreach services under the guidance of other practitioners and professionals, with limited responsibility and within established parameters.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCAOD001	Work in an alcohol and other drugs context	80
CHCAOD004	Assess needs of client with alcohol and other drugs issues	135
CHCAOD006	Provide interventions for people with alcohol and other drugs issues	70
CHCAOD009	Develop and review individual alcohol and other drugs treatment plans	75
CHCCCS004	Assess co-existing needs	80
CHCCCS014	Provide brief interventions	75
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCMHS001	Work with people with mental health issues	80
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
HLTAID003	Provide first aid	18
<b>Elective</b>		
CHCAOD002	Work with clients who are intoxicated	50
CHCAOD005	Provide alcohol and other drugs withdrawal services	150
CHCCCS003	Increase the safety of individuals at risk of suicide	110
CHCCSM004	Coordinate complex case requirements	75
CHCMHS005	Provide services to people with coexisting mental health and alcohol and other drugs issues	90
<b>Total Hours</b>		<b>1318</b>

<b>Occupation/ Work Function</b>	Mental Health Officer	
<b>Qualification Title</b>	Certificate IV in Mental Health	
<b>Qualification Code</b>	CHC43315	
<b>Description</b>	<p>This qualification reflects the role of workers who provide self-directed recovery oriented support for people affected by mental illness and psychiatric disability. Work involves implementing community based programs and activities focusing on mental health, mental illness and psychiatric disability. Work is undertaken in a range of community contexts such as community based non-government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment. Work is carried out autonomously under the broad guidance of other practitioners and professionals.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCLEG001	Work legally and ethically	55
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 coexisting mental health and alcohol and other drugs issues	90
CHCMHS007	Work effectively in trauma informed care	40
CHCMHS008	Promote and facilitate self advocacy	50
CHCMHS011	Assess and promote social, emotional and physical wellbeing	80
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
<b>Group A</b>		
CHCCCS003	Increase the safety of individuals at risk of suicide	110
CHCCCS019	Recognise and respond to crisis situations	45
<b>Group B</b>		
CHCCCS004	Assess co-existing needs	80
CHCCCS014	Provide brief interventions	75
<b>Total Hours</b>		<b>905</b>

<b>Occupation/ Work Function</b>	Leisure and Health Worker	
<b>Qualification Title</b>	Certificate IV in Leisure and Health	
<b>Qualification Code</b>	CHC43415	
<b>Description</b>	This qualification reflects the role of workers participating in the design, implementation and evaluation of leisure, health activities and programs for clients in one or more sector areas. Workers may be in residential facilities and/or in community agencies and day centres, completing specialised tasks and functions in relation to leisure and health. Whilst workers are responsible for their own outputs, work is carried out under direct or indirect supervision within defined organisation guidelines.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
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
CHCPRP003	Reflect on and improve own professional practice	120
HLTAAP002	Confirm physical health status	90
HLTWHS002	Follow safe work practices for direct client care	25
<b>Elective</b>		
CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE005	Provide support to people living with dementia	65
CHCCCS015	Provide individualised support	30
CHCCCS025	Support relationships with carers and families	70
CHCDIS003	Support community participation and social inclusion	60
CHCDIS007	Facilitate the empowerment of people with disability	100
SISCCRO001	Plan and conduct a recreation programs for older persons	40
<b>Total Hours</b>		<b>1055</b>

<b>Occupation/ Work Function</b>	Mental Health Officer	
<b>Qualification Title</b>	Certificate IV in Mental Health Peer Work (Consumer Peer Work)(Carer Peer Work)	
<b>Qualification Code</b>	CHC43515	
<b>Description</b>	This qualification reflects the role of workers who have lived experience of mental illness as either a consumer or carer and who work in mental health services in roles that support consumer peers or carer peers. Workers are employed in the mental health sector in government, public, private or community managed services.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV001	Work with diverse people	40
CHCMHS007	Work effectively in trauma informed care	40
CHCMHS008	Promote and facilitate self advocacy	50
CHCMHS011	Assess and promote social, emotional and physical wellbeing	80
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
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
<b>Group A</b>		
CHCPWK004	Work effectively in consumer mental health peer work	60
<b>Group B</b>		
CHCPWK005	Work effectively with carers as a mental health peer worker	40
<b>Group C</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCADV002	Provide advocacy and representation services	80
CHCCCS003	Increase the safety of individuals at risk of suicide	110
CHCCCS019	Recognise and respond to crisis situations	45
CHCCCS025	Support relationships with carers and families	70
<b>Total Hours</b>		<b>850</b>

<b>Occupation/ Work Function</b>	Volunteer Coordinator	
<b>Qualification Title</b>	Certificate IV in Coordination of volunteer programs	
<b>Qualification Code</b>	CHC44015	
<b>Description</b>	This qualification reflects the role of workers who are responsible for the coordination of volunteers within a program or organisation. Volunteer coordinators provide ongoing management and support to volunteers and are the main point of contact for volunteers. At this level, workers will generally be autonomous and are required to supervise and lead volunteers in projects or teams. These workers may be employed in a range of industry sectors and in a complex, regularly changing context. Work may be in either a volunteer or paid capacity.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM002	Use communication to build relationships	55
CHCDIV003	Manage and promote diversity	80
CHCLEG001	Work legally and ethically	55
CHCVOL003	Recruit, induct and support volunteers	70
CHCVOL004	Manage volunteer workforce development	60
HLTWS003	Maintain workplace health and safety	40
BSBLDR403	Lead team effectiveness	50
<b>Elective</b>		
CHCMGT004	Secure and manage funding	80
CHCPRP004	Promote and represent the service	90
CHCVOL002	Lead volunteer teams	40
AHCCCF414A	Coordinate fundraising activities	40
<b>Total Hours</b>		<b>660</b>

<b>Occupation/ Work Function</b>	Early Childhood Educator	
<b>Qualification Title</b>	Diploma of Early Childhood Education and Care	
<b>Qualification Code</b>	CHC50113	
<b>Description</b>	<p>This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.</p> <p>They may have responsibility for supervision of volunteers or other staff.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	63
CHCECE003	Provide care for children	70
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE005	Provide care for babies and toddlers	60
CHCECE007	Develop positive and respectful relationships with children	70
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE016	Establish and maintain a safe and healthy environment for children	50
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	240
CHCECE018	Nurture creativity in children	80
CHCECE019	Facilitate compliance in an education and care service	120
CHCECE020	Establish and implement plans for developing cooperative behaviour	50
CHCECE021	Implement strategies for the inclusion of all children	50
CHCECE022	Promote children's agency	80
CHCECE023	Analyse information to inform learning	70
CHCECE024	Design and implement the curriculum to foster children's learning and development	170
CHCECE025	Embed sustainable practices in service operations	60
CHCECE026	Work in partnership with families to provide appropriate education and care for children	70
CHCLEG001	Work legally and ethically	55
CHCPRT001	Identify and respond to children and young people at risk	40
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS003	Maintain workplace health and safety	40
<b>Elective</b>		
CHCDIV001	Work with diverse people	40
CHCINM002	Meet community information needs	70
CHCMGT003	Lead the work team	100
CHCPOL002	Develop and implement policy	90
BSBLED401	Develop teams and individuals	40
<b>Total Hours</b>		<b>1998</b>

<b>Occupation/ Work Function</b>	Early Childhood Educator	
<b>Qualification Title</b>	Diploma of School Age Education and Care	
<b>Qualification Code</b>	CHC50213	
<b>Description</b>	<p>This qualification reflects the role of educators who are responsible for the day-to-day running of a before and after school care and/or vacation care service, including planning, implementing and managing programs which address regulatory and duty of care requirements.</p> <p>They will have responsibility for the supervision of volunteers and or other staff.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE001	Develop cultural competence	70
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE011	Provide experiences to support children's play and learning	40
CHCECE016	Establish and maintain a safe and healthy environment for children	50
CHCECE018	Nurture creativity in children	80
CHCECE019	Facilitate compliance in an education and care service	120
CHCECE020	Establish and implement plans for developing cooperative behaviour	50
CHCECE021	Implement strategies for the inclusion of all children	50
CHCECE024	Design and implement the curriculum to foster children's learning and development	170
CHCECE026	Work in partnership with families to provide appropriate education and care for children	70
CHCPRT001	Identify and respond to children and young people at risk	40
CHCSAC001	Support children to participate in school age care	50
CHCSAC002	Develop and implement play and leisure experiences in school age care	65
CHCSAC003	Work collaboratively and respectfully with children in school age care	60
CHCSAC005	Foster the holistic development and wellbeing of the child in school age care	240
HLTAID004	Provide an emergency first aid response in an education and care setting	20
<b>Elective</b>		
CHCDIS007	Facilitate the empowerment of people with disability	100
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	240
CHCECE022	Promote children's agency	80
CHCECE023	Analyse information to inform learning	70
CHCFAM002	Work with a child-focused approach	90
HLTWHS003	Maintain workplace health and safety	40
BSBMGT605	Provide leadership across the organisation	60
<b>Total Hours</b>		<b>1985</b>



<b>Occupation/ Work Function</b>	Youth Worker	
<b>Qualification Title</b>	Diploma of Child, Youth and Family Intervention	
<b>Qualification Code</b>	CHC50313	
<b>Description</b>	<p>This qualification reflects the role of workers in residential facilities and/or non-residential settings related to child protection and family support work.</p> <p>These workers:</p> <ul style="list-style-type: none"> <li>• work under limited supervision or within a team and are responsible for planning and prioritising their own work program to achieve targets</li> <li>• may supervise other workers</li> <li>• may, depending on the focus of their role, carry out activities related to improvement of personal living and emotional circumstances of a child or young person at risk</li> <li>• may exercise legal authorities and delegated decision-making on relevant statutory matters.</li> </ul>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS004	Assess co-existing needs	80
CHCCCS016	Respond to client needs	60
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCDEV003	Analyse client information for service planning and delivery	60
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCPRT004	Work effectively in child protection to support children, young people and families	80
CHCPRT006	Build professional practice and sectoral expertise	40
CHCPRT010	Work with children and young people with complex trauma and attachment issues and needs	75
<b>Elective</b>		
CHCCOM003	Develop workplace communication strategies	100
CHCFAM003	Support people to improve relationships	60
CHCINM001	Meet statutory and organisation information requirements	110
CHCMHS001	Work with people with mental health issues	80
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
CHCPRT014	Interact with the legal system to protect children	65
<b>Total Hours</b>		<b>1073</b>

<b>Occupation/ Work Function</b>	Youth Worker	
<b>Qualification Title</b>	Diploma of Youth Work	
<b>Qualification Code</b>	CHC50413	
<b>Description</b>	This qualification reflects the role of people with responsibility for the development and the outcomes of programs and services for young people managed through a range of agencies and designed to meet the social, behavioural, health, welfare, developmental and protection needs of young people. This work may be undertaken through employment in community, government and welfare agencies.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS007	Develop and implement service programs	100
CHCCOM003	Develop workplace communication strategies	100
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	100
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCGRP002	Plan and conduct group activities	70
CHCLEG003	Manage legal and ethical compliance	80
CHCMHS001	Work with people with mental health issues	80
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
CHCPRT001	Identify and respond to children and young people at risk	40
CHCYTH001	Engage respectfully with young people	60
CHCYTH002	Work effectively with young people in the youth work context	60
CHCYTH008	Support young people to take collective action	55
CHCYTH009	Support youth programs	150
CHCYTH012	Manage service response to young people in crisis	150
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	90
CHCCCS016	Respond to client needs	60
CHCYTH006	Work with young people to establish support networks	50
BSBLED805	Plan and implement a mentoring program	60
<b>Total Hours</b>		<b>1545</b>

<b>Occupation/ Work Function</b>	Youth Justice Worker	
<b>Qualification Title</b>	Diploma of Youth Justice	
<b>Qualification Code</b>	CHC50513	
<b>Description</b>	This qualification reflects the role of youth justice workers who supervise young people who have been directed by the justice system to be in the care and direction of authorised community and government agencies. Workers at this level may have some supervisory responsibility for other staff.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM003	Develop workplace communication strategies	100
CHCDIV001	Work with diverse people	40
CHCDIV003	Manage and promote diversity	80
CHCLEG003	Manage legal and ethical compliance	80
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
CHCPRT019	Develop and support youth justice team	50
CHCYTH012	Manage service response to young people in crisis	150
HLTWHS001	Participate in workplace health and safety	20
<b>Elective</b>		
CHCCCS004	Assess co-existing needs	80
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCMHS001	Work with people with mental health issues	80
CHCPRT014	Interact with the legal system to protect children	65
<b>Total Hours</b>		<b>980</b>

<b>Occupation/ Work Function</b>	Counsellor	
<b>Qualification Title</b>	Diploma of Counselling	
<b>Qualification Code</b>	CHC51015	
<b>Description</b>	This qualification reflects the role of counsellors, who work with clients on personal and psychological issues using established counselling modalities. They use communication, micro-counselling and interviewing skills and draw on varied counselling therapies to assist clients. At this level, the counsellor will be working in defined and supported counselling roles in established agencies rather than in independent practice.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS019	Recognise and respond to crisis situations	45
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
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCLEG001	Work legally and ethically	55
CHCPRP003	Reflect on and improve own professional practice	120
<b>Elective</b>		
CHCCCS014	Provide brief interventions	75
CHCCCS015	Provide individualised support	30
CHCFAM003	Support people to improve relationships	60
CHCGRP002	Plan and conduct group activities	70
<b>Total Hours</b>		<b>1180</b>

<b>Occupation/ Work Function</b>	Financial counsellor	
<b>Qualification Title</b>	Diploma of Financial Counselling	
<b>Qualification Code</b>	CHC51115	
<b>Description</b>	<p>This qualification reflects the role of financial counsellors working in two contexts, including the following.</p> <ul style="list-style-type: none"> <li>• Generalist financial counsellors who work in a variety of agencies that meet the requirements for the Australian Securities and Investments Commission (ASIC) exemption from a financial services or credit licence under ASIC class order 10/1063. Financial counsellors work across a variety of metropolitan, rural and remote settings.</li> <li>• Rural financial counsellors who undertake specialised financial counselling work that assists primary producers and rural small business owners in debt, and are employed in agencies funded for this purpose. These agencies meet the requirements for the ASIC exemption from a financial services/credit licence by meeting the conditions of ASIC class order 11/926.</li> </ul> <p>All financial counsellors have specialist knowledge of legal remedies and options to manage debt and financial difficulty and are advocates who work in a model of social justice and client empowerment.</p> <p>This qualification is NOT related to the work performed by financial planners or financial advisers whose role is to provide clients with strategies to address their investment options and require a financial services licence for their work under the National Consumer Credit Protection Act of 2010. This qualification is also not appropriate for financial capability workers.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCADV001	Facilitate the interests and rights of clients	100
CHCADV005	Provide systems advocacy services	90
CHCCCS019	Recognise and respond to crisis situations	45
CHCCDE002	Develop and implement community programs	125
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
CHCCSL007	Support counselling clients in decision-making processes	120
CHCDIV001	Work with diverse people	40
CHCFIN001	Facilitate the financial counselling process	85
CHCFIN002	Identify and apply technical information to assist clients with financial issues	80
CHCFIN003	Develop and use financial counselling tools and techniques	65
CHCLEG002	Interpret and use legal information	65
CHCPRP003	Reflect on and improve own professional practice	120
<b>Elective</b>		
CHCCOM002	Use communication to build relationships	55
CHCCSM004	Coordinate complex case requirements	75
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	90
<b>Total Hours</b>		<b>1435</b>

<b>Occupation/ Work Function</b>	Community Worker	
<b>Qualification Title</b>	Diploma of Community Services (Case Management)	
<b>Qualification Code</b>	CHC52015	
<b>Description</b>	<p>This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person- centred services to individuals, groups and communities.</p> <p>At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals.</p> <p>Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCCS007	Develop and implement service programs	100
CHCCOM003	Develop workplace communication strategies	100
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	100
CHCDIV003	Manage and promote diversity	80
CHCLEG003	Manage legal and ethical compliance	80
CHCMGT005	Facilitate workplace debriefing and support processes	120
CHCPRP003	Reflect on and improve own professional practice	120
HLTWHS004	Manage workplace health and safety	40
<b>Elective</b>		
<b>Group A</b>		
CHCCCS004	Assess co-existing needs	80
CHCCSM004	Coordinate complex case requirements	75
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCCSM006	Provide case management supervision	120
<b>Group C</b>		
CHCADV002	Provide advocacy and representation services	80
CHCCDE011	Implement community development strategies	70
CHCCSL001	Establish and confirm the counselling relationship	100
CHCDEV001	Confirm client developmental status	60
<b>Total Hours</b>		<b>1400</b>

<b>Occupation/ Work Function</b>	Community Development Manager	
<b>Qualification Title</b>	Diploma of Community Development	
<b>Qualification Code</b>	CHC52115	
<b>Description</b>	<p>This qualification reflects the role of community services workers who manage the development and delivery of programs that build capacity of communities to influence and guide the own future through public social change processes.</p> <p>At this level, workers have specialised skills with complexity in the range and choices of actions required. Workers will generally have responsibility for the supervision of other workers and volunteers.</p> <p>This work may be undertaken through organisations working across a range of social, environment, health, economic, arts and culture, recreation sectors.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCDE002	Develop and implement community programs	125
CHCCDE008	Support community action	90
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
CHCDIV003	Manage and promote diversity	80
HLTWHS003	Maintain workplace health and safety	40
<b>Elective</b>		
CHCADV002	Provide advocacy and representation services	80
CHCCDE014	Facilitate the development of community capacity to manage place making	150
CHCCSL003	Facilitate the counselling relationship and process	120
CHCGRP002	Plan and conduct group activities	70
CHCMGT004	Secure and manage funding	80
BSBFIM501	Manage budgets and financial plans	70
<b>Total Hours</b>		<b>1230</b>

<b>Occupation/ Work Function</b>	Community Counsellor	
<b>Qualification Title</b>	Diploma of Alcohol and Other Drugs	
<b>Qualification Code</b>	CHC53215	
<b>Description</b>	This qualification reflects the role of workers who work under broad supervision and guidance and provide services to clients with alcohol and other drugs issues. They can provide counselling, referral and promotion services. These workers require high level specialist knowledge, skills and competencies especially in regard to laws affecting clients, the range of services available to them and health issues related to alcohol and drugs use and misuse.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCADV005	Provide systems advocacy services	90
CHCAOD001	Work in an alcohol and other drugs context	80
CHCAOD004	Assess needs of client with alcohol and other drugs issues	135
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
CHCAOD009	Develop and review individual alcohol and other drugs treatment plans	75
CHCCCS004	Assess co-existing needs	80
CHCCOM006	Establish and manage client relationships	35
CHCDIV001	Work with diverse people	40
CHCMHS005	Provide services to people with coexisting mental health and alcohol and other drugs issues	90
CHCMHS007	Work effectively in trauma informed care	40
CHCPOL003	Research and apply evidence to practice	65
CHCPRP002	Collaborate in professional practice	40
CHCPRP003	Reflect on and improve own professional practice	120
HLTAID003	Provide first aid	18
<b>Elective</b>		
CHCAOD005	Provide alcohol and other drugs withdrawal services	150
CHCCCS007	Develop and implement service programs	100
CHCCSL001	Establish and confirm the counselling relationship	100
CHCCSL003	Facilitate the counselling relationship and process	120
CHCMHS006	Facilitate the recovery process with the person, family and carers	50
CHCMHS009	Provide early intervention, health prevention and promotion programs	75
<b>Total Hours</b>		<b>1718</b>



<b>Occupation/ Work Function</b>	Disabilities Support Officer	
<b>Qualification Title</b>	Diploma of Mental Health	
<b>Qualification Code</b>	CHC53315	
<b>Description</b>	This qualification reflects the role of workers who provide services to clients in relation to mental health issues. They can provide counselling, referral, advocacy and education/health promotion services. These workers are required to have high level specialist knowledge, skills and competencies especially in regard to laws affecting people with mental health issues, the range of services available to them and health issues related to mental health.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCADV005	Provide systems advocacy services	90
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
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 coexisting mental health and alcohol and other drugs issues	90
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
CHCPOL003	Research and apply evidence to practice	65
CHCPRP003	Reflect on and improve own professional practice	120
HLTWHS004	Manage workplace health and safety	40
<b>Elective</b>		
CHCAOD004	Assess needs of client with alcohol and other drugs issues	135
CHCCSL003	Facilitate the counselling relationship and process	120
CHCCSL007	Support counselling clients in decision-making processes	120
CHCCSM004	Coordinate complex case requirements	75
<b>Imported Elective</b>		
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	90
<b>Total Hours</b>		<b>1600</b>

<b>Occupation/ Work Function</b>	Leisure and Health Manager	
<b>Qualification Title</b>	Diploma of Leisure and Health	
<b>Qualification Code</b>	CHC53415	
<b>Description</b>	This qualification reflects the role of workers with responsibility for designing, implementing and evaluating health and leisure activities, and programs for clients in one or more sector areas. Work may be in residential facilities and/or in community agencies and day centres. Workers work under supervision or as sole practitioners and may be required to plan, coordinate and evaluate other workers and work teams within broad but generally well-defined guidelines.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCOM003	Develop workplace communication strategies	100
CHCDIV001	Work with diverse people	40
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
CHCLAH009	Apply concepts of human psychology to facilitate involvement in leisure programs	75
CHCPOL003	Research and apply evidence to practice	65
CHCPRP003	Reflect on and improve own professional practice	120
HLTAAP002	Confirm physical health status	90
HLTWHS003	Maintain workplace health and safety	40
BSBMGT502	Manage people performance	70
<b>Elective</b>		
CHCAGE003	Coordinate services for older people	80
CHCCCS023	Support independence and wellbeing	80
CHCDIS008	Facilitate community participation and social inclusion	60
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	50
CHCDIS010	Provide person-centred services to people with disability with complex needs	90
CHCMHS001	Work with people with mental health issues	80
BSBMGT401	Show leadership in the workplace	50
<b>Total Hours</b>		<b>1570</b>

<b>Occupation/ Work Function</b>	Welfare Centre Manager	
<b>Qualification Title</b>	Advanced Diploma of Community Sector Management	
<b>Qualification Code</b>	CHC62015	
<b>Description</b>	<p>This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions.</p> <p>At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDIV003	Manage and promote diversity	80
CHCLEG003	Manage legal and ethical compliance	80
CHCMGT001	Develop, implement and review quality framework	110
CHCMGT003	Lead the work team	100
BSBFIM601	Manage finances	80
BSBINN601	Lead and manage organisational change	60
BSBMGT608	Manage innovation and continuous improvement	70
BSBR501	Manage risk	60
<b>Elective</b>		
CHCADV005	Provide systems advocacy services	90
CHCCSM004	Coordinate complex case requirements	75
CHCMGT002	Manage partnership agreements with service providers	150
CHCMGT005	Facilitate workplace debriefing and support processes	120
BSBMGT616	Develop and implement strategic plans	80
<b>Total Hours</b>		<b>1155</b>

<b>Occupation/ Work Function</b>	Relationship Counsellor	
<b>Qualification Title</b>	Graduate Diploma of Relationship Counselling	
<b>Qualification Code</b>	CHC81015	
<b>Description</b>	<p>This qualification reflects the role of individuals who work as family and/or couples relationship counsellors. They may work independently or in organisations, providing counselling interventions, (rather than counselling support), for families and/or couples experiencing relationship issues of a complex nature.</p> <p>Counselling contexts may include pre- or post- separation and divorce or where the client has involvement with the Family Law system. Counsellors at this level are making high level, independent, complex judgements in highly specialised contexts.</p> <p>Counselling roles may also involve full responsibility and accountability for all aspects of work of self and others and functions including, program planning, budget, strategy, design and analysis.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDFV008	Manage responses to domestic and family violence in family work	70
CHCFCS001	Facilitate the family counselling process	70
CHCFCS002	Provide relationship counselling	70
CHCFCS003	Provide counselling to children and young people	70
CHCPRP007	Work within a clinical supervision framework	50
<b>Elective</b>		
CHCCSM006	Provide case management supervision	120
CHCDFV006	Counsel clients affected by domestic and family violence	70
CHCDFV013	Manage domestic and family violence screening and risk assessment processes	70
CHCFAM001	Operate in a family law environment	75
CHCFAM002	Work with a child-focused approach	90
CHCFAM008	Work within a child inclusive framework	65
<b>Total Hours</b>		<b>820</b>

<b>Occupation/ Work Function</b>	Mediator	
<b>Qualification Title</b>	Graduate Diploma of Family Dispute Resolution	
<b>Qualification Code</b>	CHC81115	
<b>Description</b>	<p>This qualification reflects the role of family dispute resolution practitioners who provide services and interventions for families experiencing high levels of relationship conflict where clients may be involved in the family law system. They may work as independent practitioners or in larger agencies.</p> <p>Dispute resolution in this qualification has a direct link to the provisions of the Family Law Act 1975 and the Family Law (Family Dispute Resolution Practitioners) Regulations 2008. Practitioners make high level, independent, complex judgements in highly specialised contexts. Some practitioner roles may also involve full responsibility and accountability for all aspects of own work as well as responsibility for broader management functions such as analysis, program planning, budgeting and strategy design.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCDFV008	Manage responses to domestic and family violence in family work	70
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
CHCFAM001	Operate in a family law environment	75
CHCFAM002	Work with a child-focused approach	90
<b>Elective</b>		
CHCDFV013	Manage domestic and family violence screening and risk assessment processes	70
CHCFAM007	Assist clients to develop parenting arrangements	70
CHCFAM008	Work within a child inclusive framework	65
CHCPRP006	Lead own professional development	75
<b>Total Hours</b>		<b>710</b>

<b>Occupation/ Work Function</b>	Child Protection Worker	
<b>Qualification Title</b>	Graduate Certificate in Statutory Child Protection	
<b>Qualification Code</b>	CHC81215	
<b>Description</b>	This qualification reflects the role of child protection workers who provide specialist services to clients with complex and diverse needs and act as a resource for other workers. Workers at this level use critical thinking, communication and evaluation skills and are making complex judgements in specialist contexts as part of a collaborative team. Their role involves service planning, delivery and evaluation and may include responsibility and accountability for the work of both self and others.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCPRT020	Manage complex child protection risk assessments and case strategies	90
CHCPRT021	Manage and monitor child protection orders	80
CHCPRT022	Develop, implement and monitor safety strategies in child protection work	70
BSBRES801	Initiate and lead applied research	150
<b>Elective</b>		
CHCCCS029	Work with involuntary and mandated clients	70
CHCCSL003	Facilitate the counselling relationship and process	120
CHCDFV008	Manage responses to domestic and family violence in family work	70
CHCDFV013	Manage domestic and family violence screening and risk assessment processes	70
CHCFAM008	Work within a child inclusive framework	65
CHCPRP007	Work within a clinical supervision framework	50
<b>Total Hours</b>		<b>835</b>

<b>Occupation/ Work Function</b>	Career Development Practitioner	
<b>Qualification Title</b>	Graduate Certificate in Career Development Practice	
<b>Qualification Code</b>	CHC81315	
<b>Description</b>	This qualification reflects the role of career development practitioners. Practitioners at this level make high level, independent, complex judgements in the context of providing guidance in career development. Their role involves the full responsibility and accountability for all aspects of their work. Practitioners may work independently or in larger service organisations.	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCECD011	Manage quality in career development practice	75
BSBLED807	Establish career development services	80
BSBLED808	Conduct a career development session	50
CHCPRP006	Lead own professional development	75
CHCLEG003	Manage legal and ethical compliance	80
<b>Elective</b>		
CHCCSL002	Apply specialist interpersonal and counselling interview skills	60
BSBLED809	Identify and communicate trends in career development	60
<b>Total Hours</b>		<b>480</b>

<b>Occupation/ Work Function</b>	Community Service Case Officer	
<b>Qualification Title</b>	Graduate Certificate in Client Assessment and Case Management	
<b>Qualification Code</b>	CHC82015	
<b>Description</b>	<p>This qualification reflects the role of those workers who are advanced practitioners in a health and/or community services context and who require a high level of knowledge and skills in case management in order to provide specialist services to clients with complex and diverse needs.</p> <p>Workers at this level are required to demonstrate autonomy, well-developed judgement, adaptability and responsibility.</p>	
<b>Unit Code</b>	<b>Unit Title</b>	<b>Hours</b>
<b>Core</b>		
CHCCSM001	Facilitate goal directed planning	90
CHCCSM002	Implement case management practice	90
CHCCSM003	Work with carers and/or families in complex situations	80
CHCCSM008	Undertake advanced client assessments	90
CHCDIV003	Manage and promote diversity	80
CHCPRP006	Lead own professional development	75
BSBLDR806	Lead and influence ethical practice	80
<b>Elective</b>		
CHCDFV009	Establish change promoting relationship with users of domestic and family violence	30
CHCDFV013	Manage domestic and family violence screening and risk assessment processes	70
CHCFAM008	Work within a child inclusive framework	65
<b>Total Hours</b>		<b>750</b>



## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
Human Services: Community Services & Health; Art, Design & Entertainment; Sport & Recreation; Museum & Library/Information Services.	The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.  They can assist with questions on payable and nominal hours.	Jennifer Fleischer  Address:  Swinburne University of Technology, PO Box 218, Hawthorn VIC3122  Phone: (03) 9214 8501/5034  Email: <a href="mailto:cmmhs@swin.edu.au">cmmhs@swin.edu.au</a>  Web: <a href="http://www.education.vic.gov.au/training/providers/rto/Pages/products.aspx">http://www.education.vic.gov.au/training/providers/rto/Pages/products.aspx</a>
<b>Skills Service Organisation (SSO)</b>		
Skills IQ	This SSO is responsible for developing this <b>CHC Community Services Training Package</b> , companion volumes and support material and can be contacted for further information.	Phone:  +61 408 167 799 +61 410 801 717  Email: <a href="mailto:enquiries@skillsiq.com.au">enquiries@skillsiq.com.au</a>  Web: <a href="http://skillsiq.com.au/">http://skillsiq.com.au/</a>
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.	Web: <a href="http://training.gov.au">http://training.gov.au</a>
<b>Australian Government</b>		
Department of Education and Training	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	Web: <a href="https://education.gov.au/">https://education.gov.au/</a>
<b>Victorian State Government</b>		
Department of Education and Training (DET)	DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.	Phone: (03) 9637 2000  Web: <a href="http://www.education.vic.gov.au">www.education.vic.gov.au</a>

<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 Web: <a href="http://www.asqa.gov.au">www.asqa.gov.au</a>
<b>Victorian State VET Regulatory Authority</b>		
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.	Phone: (03) 9637 2806 Web: <a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a>
<b>Industry Regulatory Bodies applicable to this Training Package</b>		
Australian Children's Education and Care Quality Authority (ACECQA)	ACECQA, an independent national statutory authority, oversees implementation of the Education and Care Services National Law including the National Quality Framework and promotes quality and continuous improvement.	Phone: 1300 422 327 Email: <a href="mailto:enquiries@acecqa.gov.au">enquiries@acecqa.gov.au</a> Web: <a href="http://www.acecqa.gov.au/national-quality-framework">http://www.acecqa.gov.au/national-quality-framework</a>
Department of Health Drugs and Poisons Regulation in Victoria	Legislative definitions and controls Information, application forms, fees and related documentation for licences to manufacture and/or sell or supply drugs and poisons; permits to purchase drugs and poisons for industrial use, research and the provision of health services  Information, application forms, fees and related documentation for licences to manufacture and/or sell or supply drugs and poisons; permits to purchase drugs and poisons for industrial use, research and the provision of health services  Buprenorphine and methadone guidelines, pharmacotherapy newsletter and relevant forms	Phone: 1300 364 545 Email: <a href="mailto:dpcs@dhhs.vic.gov.au">dpcs@dhhs.vic.gov.au</a> Web: <a href="http://www.health.vic.gov.au/dpcs/index.htm">http://www.health.vic.gov.au/dpcs/index.htm</a>

**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 of competency code.
<b>Unit Title</b>	Nationally endorsed Training Package unit of competency title.
<b>Payable Hours</b>	The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any 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.
<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 (DET) and are primarily developed for funding purposes in Victoria.