Certificate IV in Community Services (Traineeship)

COURSE CODE	CHC42021
LOCATIONS	Workplace training
STUDY MODE	Traineeship
Length	24 months
Commencement	Start any time
Timetable	Workplace training and assessments

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

The Certificate IV in Community Services is a broad program designed to equip individuals with the knowledge and skills necessary to work effectively in the community services sector. This nationally recognised qualification prepares students for a range of roles within community organisations, government agencies, and non-profit entities.

Throughout the course, students will develop a strong foundations in key areas such as social justice, cultural competence, and ethical practice. The program covers a broad spectrum of topics, including communication strategies, organising personal work priorities, and the ability to engage with diverse client groups.

Course Outcomes and Career Opportunities

At this level, workers may be autonomous with limited responsibility within established parameters and may supervise others. Work may take place in a range of community service, case work or case management contexts.

Information Session

Why don't you come along to our next course info session to find out everything you need to start your learning journey? You can chat with our teachers, tour our facilities, learn more about the course, find out about the application process and get your questions answered by our course experts.

Find the next info session near you

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

- you must be at least 18 years of age
- you must employed as a trainee with a registered employer in community services

Apprenticeship/Traineeship Entry Requirements

You need to be employed in this field as an apprentice or trainee before commencing this course.

If you are currently **not** employed in this field please contact the Skills and Jobs Centre for further advice.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCDIV001	Work with diverse people	40	$0.00
CHCLEG001	Work legally and ethically	55	$0.00
CHCADV001	Facilitate the interests and rights of clients	100	$0.00
HLTWHS002	Follow safe work practices for direct client care	25	$0.00
CHCCOM002	Use communication to build relationships	55	$0.00
CHCDFV001	Recognise and respond appropriately to domestic and family violence	50	$0.00
CHCPRP001	Develop and maintain networks and collaborative partnerships	80	$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	$0.00
CHCCOM001	Provide first point of contact	35	$0.00
HLTWHS006	Manage personal stressors in the work environment	25	$0.00
CHCGRP002	Plan and conduct group activities	70	$0.00
CHCMHS001	Work with people with mental health issues	80	$0.00
CHCCCS006	Facilitate individual service planning and delivery	120	$0.00
BSBPEF301	Organise personal work priorities	30	$0.00
CHCAOD001	Work in an alcohol and other drugs context	80	$0.00

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Your fees each year can be made up of 3 different elements. Everyone has different circumstances that can affect what you pay and how much you pay. :

1. Tuition fees - charged as an hourly rate that varies from course to course. A large portion of the tuition is subsidised by the Victorian Government for eligible students.
2. Resource and/or materials costs - covers the cost of materials and other incidentals. This fee will vary according to the course being undertaken.
3. Booklist items - such as textbooks, equipment and stationery recommended for your course

Tuition fees

There are 4 different rates of tuition fees. Only one will apply to you (depending on your eligibility and circumstances).

1. **Government Subsidised Fee** - you could be eligible for a government-subsidised rate under the Skills First funding depending on your age, educational history, and citizenship or residency status. If you are eligible, the government will contribute to the cost of your training.
   Find out more about subsidised training

2. **Government Subsidised Concession Fee** - If you are eligible for a Skills First government-subsidised place and hold a current healthcare or pension card, that you can provide at enrolment, you may be eligible for the concession rate. Note, the concession rate is not applicable to Diploma level courses.
   Find out more about concession rates

3. **If the course is a Free TAFE course or part of the Free TAFE Pathways Program** - Eligible students will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). Any resource or material costs, or booklist items for this course are listed in the table below.
   Find out more about Free TAFE
   Find out more about Free TAFE Pathways Programs

4. **Full fee** - If you are not eligible for a Skills First government-subsidised place, exemption, concession or are enrolling in a course that isn't government-subsidised, you may be required to pay the full fee rate.

FIND OUT MORE ABOUT FEES AND ELIGIBILITY

The fees listed below are indicative only. The course fees published are subject to change given individual circumstances at enrolment. Course fee funding is made available to eligible individuals by the Victorian and Commonwealth Governments. If funding is utilised, this may affect opportunities to access additional funding in the future. An accurate quote for this course will be provided during the enrolment process.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	$6,485.00
Concession rate	$1,300.00
Full fee rate (if not eligible for govt subsidy)	$14,055.00

Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	$0.00

This is a Free TAFE course

Students who are eligible for Free TAFE place will not pay course tuition fees for the duration of their enrolment in this course, however, there may be some consumable/material fees for the course (find out more below). The consumable fees for this course are listed in the above table.

Find out more about Free TAFE courses and eligibility or contact our Customer Service team.

This course is part of the Free TAFE Pathways Program

A Free TAFE Pathways Program is a group of courses that complement each other to help you continue to train for the career and industry you may wish to work in. For eligible students, these courses are tuition fee free. Depending on the course, you may still be required to pay material fees. The consumable fees for this course are listed in the above table.

Find out more about the Free TAFE Pathways Program and eligibility or contact us.

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

Student services fee

An annual student services fee contributes to the provision of student engagement, learning and support services.

Student service fee	Annual amount
Concession rate	$100.00
Standard rate	$150.00

This fee is non-refundable upon commencement of your course. Some students may be exempt from the student service fee. Your fee will be confirmed based on your circumstances when you enrol.

How do I pay my fees?

Once we have processed your enrolment form, you will receive an email with your invoice.

You have three options when organising your payment:

1. Upfront payment - can be made over the phone with EFTPOS
2. Payment plan - can be directly debited from your bank account or via a VET Student Loan (for diploma or advanced diploma courses only)
3. Paid by employer, school or job network agency - if your fees are being paid by your employer, school or job network agency, you will need to complete an Authority to Invoice form.

Payments will need to be arranged within five(5) business days of receiving the email containing your invoice.

We also offer a range of scholarships each year which you may be eligible to apply for to assist with course fees.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to apply for an apprenticeship or traineeship

There are five simple steps to apply for an apprenticeship or traineeship with us.

1. **Find a job** - find a job as an apprentice or trainee through an Apprenticeship Centre or Group Training Company.

2. **Register** - register with an Australian Apprenticeship Support Network (AASN) and nominate SWTAFE as your training provider (your employer will usually do this for you).
3. **Complete a pre-training review** - SWTAFE staff will contact you to organise your Pre-Training Review once your ASSN contract registration is complete.
4. **Enrol** - complete the enrolment form provided to you and provide your identification.
5. **Pay** - once we've completed your enrolment, we will send you an invoice to arrange payment of your course fees.

If need any assistance with applying, contact our team on 1300 648 911 or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the Skills and Jobs Centre is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, visit our student page.