



CASTLE PERSONNEL

CHC30108

**Certificate III in
Community Services
Work**



CHC30802 Certificate III in Community Services Work

The Castle Personnel, Certificate III in Community Services Work will equip you with skills and knowledge to begin a career in the Community Services industry.

This is an introductory training course, that provides an overview of community services work. The course offers students general skills and knowledge and a broad foundation in community services specific skills and knowledge, with a focus on aged care.

This course delivers foundation knowledge and skills required to enter employment as a Community Services worker across many industries. It is for people who want to explore community work in both the government and non-government sectors, as a potential career. This level of study is appropriate for support workers, caseworkers and client contact officers. Specialist areas include an orientation to working with individuals with special needs such as mental health issues, disability and child protection.

You will learn to work in direct contact with people, identifying needs and/or appropriate referral means to community and human services and supports. This program covers (broadly) areas including communication, legal and ethical frameworks, team and group work and basic community work principals

Our target audience in particular is:

- CPS clients with various degrees and types of disability and disadvantage.
- These clients may be as young as 15 years, but generally 18 years or older. The clients have preceded these courses with "transition to work" or "community participation" programs.
- Other client groups are refugees, those from non-English speaking backgrounds, indigenous and long term unemployed. Some live in family situations, group homes or independently. Some clients are supported through times of illness or short term incarceration to ensure the momentum of education is not lost.

Entry requirements: A Good command of English language and numeracy and access to a computer

Qualification length: Full Time – 20 Weeks - Can be completed at a pace to suit the student

The Castle Personnel Services Certificate III in Community Services Work includes:

- classroom based learning including lectures and guest speakers at our venue
- setting up our room and using a range of equipment to simulate a Community Services admin environment
- practice exercises that reinforce the required interpersonal skills
- simulated learning activities in the classroom in small groups and pairs
- video and audio visuals to illustrate different Community Services practices
- student activity workbooks to support learning
- independent reading, preparation and learning exercises between classes.



QUALIFICATION DETAILS

C= core E= elective	Unit No	Unit Name
C	CHCADMIN305D	Work within the administration protocols of the organisation
	CHCCD412A	Work within a community development framework
	CHCCOM302C	communicate appropriately with clients and colleagues
C	CHCCS308B	Provide first point of contact
	CHCCS411A	Work effectively in the community sector
C	CHCNET301D	Participate in networks
	CHCORG303A	Participate effectively in the work environment
C	HLTOHS300A	Contribute to OHS process
E	CHCCS401B	Facilitate responsible behaviour
E	HLTHIR403B	work effectively with culturally diverse clients and co-workers
E	CHCCS422A	respond holistically to client issues and refer appropriately
E	CHCINF302C	Maintain organisations information systems
E	CHCAC318A	Work effectively with older people

CONTACT US

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