



CASTLE PERSONNEL

CHC20108

**Certificate II in
Community Services**



CHC20108 Certificate II in Community Services

The Castle Personnel, Certificate II 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 child 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. Responsibilities of community workers might include assisting the community to meet its own needs, enhancing the skills of individuals and/or groups within the community and developing and maintaining programs and strategies which focus on systemic change as well as individual change which is facilitated by groups and community processes.

The Certificate II in Community Services Work is for people who may have some exposure or no experience in Community Services and those wishing to move into this area

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 – 12 Weeks - Can be completed at a pace to suit the student

The Castle Personnel Services Certificate II 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



Subject Code	Unit No	Unit Name
CM01	CHCCS211A	Prepare for work in the community sector
	CHCORG201A	Follow policies ,procedures and programs of the organisation
CM02	CHCCOM201C	communicate with people accessing the services of the organisation
	CHCORG2B	Work with others
CM03	HLTOHS200A	Participate in OHS process
CM04	CHCAC318A	Work Effectively with Older People
CM05	CHCCHILD505B	Work effectively in child protection and out of home care for children and young people
CM06	CHCDIS220B	Prepare for Disability Work
CM07	CHCADMIN201C	Undertake basic administration duties
CM08	CHCCN301A	Ensure children’s health and safety
CM09	CHCIC201B	Communicate with children

CONTACT US

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