

VCE VET  
Community Services

CHC20108

Certificate II in Community Services

and selected units of competence from CHC30108 Certificate III  
in Community Services Work and CHC30708 Certificate III in  
Children's Services

September 2009

This program is for implementation from 2010 and must be used in conjunction with the nationally endorsed  
*CHC08 Community Services Training Package Training Package*

## PROGRAM REVISION

This program booklet replaces the *VCE VET Community Services Program Booklet* published in October 2004. This revision to the VCE VET Community Services program is a consequence of the revision to the national *CHC08 Community Services Training Package*. For the VCE VET Community Services program, the identified sets of competencies have been grouped to form Units 1 and 2 and a Units 3 and 4 sequence for recognition purposes. The recognition status of VCE VET programs and the accommodation of the requirements of assessment for study score purposes are reflected in this program booklet.

## ARRANGEMENTS FOR CONTINUING STUDENTS

Students enrolled in CHC20202 Certificate II in Community Services Work in 2009 or earlier, may complete their program in 2010 under the arrangements outlined in the *VCE VET Community Services Program Booklet* published in October 2004.

No new students may enrol in CHC20202 in 2010 and beyond.

## STUDENTS COMMENCING IN 2010 AND BEYOND

All students commencing the VCE VET Community Services program in 2010 and beyond must comply with the requirements outlined in this booklet. A study score for this program will be available in 2011.

## PROGRAM DETAILS

### AIMS

The VCE VET Community Services program aims to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the Community Services or Community Services related industries
- enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

### COMPLETION REQUIREMENTS

The following information needs to be read in conjunction with the *CHC08 Community Services Training Package*.

#### Structure of the qualification

For the award of CHC20108 Certificate II in Community Services Work, students must achieve eleven units of competence:

- five compulsory units of competence
- six elective units of competence.

## VCE VET PROGRAM STRUCTURE

The VCE VET program offers CHC20108 Certificate II in Community Services Work and selected units of competence from a Certificate III qualification from the Community Services Training Package.

The VCE VET program is designed as a pathway qualification into community services work.

The VCE VET Community Services program allows students to complete a full Certificate II qualification and components of a Certificate III qualification.

## PROGRAM DURATION

The VCE VET Community Services program has a nominal duration of 393–598 hours.

The nominal hours attached to each unit of competence are calculated by Skills Victoria as an indicator of the training time required to become competent. They are a guide only, and the actual duration of the training is affected by students' readiness to be assessed for the particular unit of competence.

It is important to note that the allocation of nominal hours for each unit of competence is intended to cover both delivery and assessment.

## STUDY SCORE

A study score is available for the VCE VET Community Services program drawn from the *CHC0208 Community Services Training Package* in 2011. To be eligible for a study score students must:

- achieve all the units of competence designated as the scored Units 3 and 4 sequence
- be assessed in accordance with the tools and procedures specified in the *VCE VET Assessment Guide* and program specific supplementary materials, to be published by the VCAA in late 2010
- undertake an examination in the end-of-year examination period, based on the underpinning knowledge and skills in the units of competence advised by the VCAA.

## PROGRAM STRUCTURE

CHC20108 Certificate II in Community Services and selected units of competence from CHC30108 Certificate III in Community Services Work and CHC30708 Certificate III in Children's Services

VCE VET Units 1 and 2		
Code	Unit of competence	Nominal hours
<b>Compulsory</b>		
CHCCS211A	Prepare for work in the community sector	55
CHCCOM201C	Communicate with people accessing the services of the organisation	15
CHCORG201A	Follow policies, procedures and programs of the organisation	15
CHCORG202C	Work with others	15
HLTOHS200A	Participate in OHS processes	20
	<b>OR</b>	
CHCOHS312A	Follow safety procedures for direct care work	30
HLTFA301B	Apply first aid	18
<b>Electives: a minimum of <u>three</u> units must be selected</b>		
CHCAC316B	Provide food services	20
CHCAC317A	Support older people to maintain their independence	20
CHCAC318A	Work effectively with older people	30
CHCADMIN201C	Undertake basic administrative duties	15
CHCCN301A	Ensure the health and safety of children	60
CHCCOM302C	Communicate appropriately with clients and colleagues	20
CHCCS200D	Deliver service to clients	15
CHCCS308B	Provide first point of contact	30
CHCCS401B	Facilitate responsible behaviour	40
CHCCS405C	Identify and address specific client needs	15
CHCCS411A	Work effectively in the community sector	40
CHCDIS220B	Prepare for disability work	30
CHCDIS301A	Work effectively with people with a disability	50
CHCER301A	Deliver emergency relief services	50
CHCFC301A	Support the development of children	45
CHCGROUP201C	Support the activities of existing groups	20
CHCIC201B	Communicate with children	30
CHCRF301D	Work effectively with families to care for the child	25
HLTCSD307B	Care for the home environment of clients	20
HLTFA402B	Apply advanced first aid*	30

HLTFS201B	Distribute meals and refreshments to clients**	20
HLTFS207B	Follow basic food safety practices	20
HLTFS302B	Prepare foods suitable for a range of food service settings**	20
HLTIN301A	Comply with infection control policies and procedures in health work	20
<b>Subtotal</b>		<b>183–308</b>

\* HLTFA402B Apply advanced first aid should be assessed after the achievement of HLTFA301B Apply first aid.

\*\*HLTFS207B Follow basic food safety practices is a prerequisite for HLTFS201B Distribute meals and refreshments to clients and HLTFS302B Prepare foods suitable for a range of food service settings.

#### VCE VET Units 3 and 4

##### Compulsory

CHCRH401A	Work effectively in the leisure and health industry	50
CHCCS421A	Undertake community sector work within own community	80
CHCAD401D	Advocate for clients	20
CHCCW301C	Operate under a casework framework	20

##### Electives: select two

CHCAOD201D	Prepare for alcohol and other drugs work	70
CHCCD307C	Support community resources	30
CHCGROUP302D	Support group activities	20
CHCMH301A	Work effectively in mental health	50
CHCPR301A	Provide experiences to support children's play and learning	40
CHCPR303D	Develop understanding of children's interests and developmental needs	20
CHCYTH301D	Work effectively with young people	40
HLTCSD306B	Respond effectively to difficult or challenging behaviour	20

**Subtotal 210–290**

**TOTAL 393–598**