

Diploma of Community Services (Traineeship)

COURSE CODE	CHC52021
LOCATIONS	Warrnambool
STUDY MODE	Full-time, Traineeship
Length	18 - 24 months
Commencement	Start any time
Timetable	On-the-job training plus self-paced learning.

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

This traineeship will give you the tools and knowledge needed to provide a range of services and interventions to clients within the community service sector.

You will gain real-life industry experience as you will learn on-the-job plus monthly workshops on campus. You will gain knowledge and skills in working with individuals, groups and whole communities during the traineeship.

This is a Community Work Australia accredited course. This is a generalist course and offers a wide range of employment opportunities upon graduation in a large range of contexts.

What will I Learn?

By completing the Diploma of Community Services, you'll develop essential skills for a career in community services. You'll learn to assess and support clients with coexisting needs, apply trauma-informed care principles, and develop effective workplace communication strategies.

The course emphasises cultural competence, including promoting Aboriginal and Torres Strait Islander cultural safety and maintaining work health and safety standards. You'll also gain expertise in legal and ethical compliance, professional practice improvement, and facilitating workplace debriefing and support processes.

Additionally, you'll learn to handle domestic and family violence situations, facilitate responsible behaviour, and manage crisis situations. The program covers developmental assessment, service program implementation, sociological impact analysis, case management, and trauma-informed care, equipping you with comprehensive counselling skills to support diverse client needs effectively.

Course Outcomes and Career Opportunities

- Case worker or manager
- Client services worker
- Early intervention worker
- Family support worker
- Pastoral care counsellor or manager
- Senior youth officer

Upon successful completion of this course, you can apply for membership with the Australian Community Workers Association (ACWA).

Pathways

This course offers a pathway into the Bachelor of Social Work at Deakin University, Warrnambool Campus.

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 employed as a trainee with a registered employer in the relevant industry.

Course requirements

To be eligible for this qualification you must successfully complete 20 units: 12 core and 8 electives.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
HLTWHS003	Maintain work health and safety	40	\$0.00
CHCDIV001	Work with diverse people	40	\$0.00
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	\$0.00
CHCPRP003	Reflect on and improve own professional practice	120	\$0.00
CHCLEG003	Manage legal and ethical compliance	80	\$0.00
CHCCCS004	Assess co-existing needs	80	\$0.00
CHCCCS007	Develop and implement service programs	100	\$0.00
CHCMGT005	Facilitate workplace debriefing and support processes	120	\$0.00
CHCCCS019	Recognise and respond to crisis situations	45	\$0.00
CHCCSM013	Facilitate and review case management	75	\$0.00
CHCDEV005	Analyse impacts of sociological factors on people in community work and services	100	\$0.00
CHCDFV001	Recognise and respond appropriately to domestic and family violence	50	\$0.00

Elective Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
CHCCOM003	Develop workplace communication strategies	100	\$0.00
CHCCSL003	Facilitate the counselling relationship and process	120	\$0.00
CHCMHS013	Implement trauma informed care	80	\$0.00
CHCCCS009	Facilitate responsible behaviour	40	\$0.00
CHCMHS007	Work effectively in trauma informed care	40	\$0.00
CHCMHS011	Assess and promote social, emotional and physical wellbeing	80	\$0.00
CHCDEV004	Confirm developmental status	60	\$0.00
CHCCSL001	Establish and confirm the counselling relationship	100	\$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.

After applying

Once you have applied for your chosen course, you will receive a thank you email from South West TAFE with a few steps to help process your enrolment.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online evaluation. This evaluation helps us tailor your training to suit your needs.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia.

[Create your USI](#)

Already have a USI but can't remember it? [Find your USI](#)

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

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)	\$13,310.00
Full fee rate (if not eligible for govt subsidy)	\$13,310.00

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

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.

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, debited from your Centrelink payments 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.

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](#).