

Community Services Support Work

BOS course name	Pattern of study	BOS course number	Schools Online entry advice
Community Services Support Work (240 hours)	2 units x 2 years	58054	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)

AQF VET qualification	Certificate II in Community Services Support Work (CHC20102)
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Minimum work placement	For school-based trainees mandatory work placement requirements are met through the on-the-job training component of the school-based traineeship.
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Exclusions	Aged Care Work TAFE NSW VET CEC (240-hour course) Aged Care Work – Introduction TAFE NSW VET CEC
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HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

Community Services Support Work (240 indicative hours)

- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all compulsory units of competency
- attempt a minimum of 5 elective units of competency.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

The pattern of study entered (for example 2 units x 2 years) should reflect the delivery of the course over successive years. Students will be credentialled for the HSC unit credit entered each calendar year provided they have satisfactorily completed the course requirements for that calendar year as determined by the school/RTO.

Access including access by students in Stage 5

This course is available to students who are participating in an approved school-based traineeship training contract.

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Course content

Unit code	Unit title	Unit-specific prerequisite	Compulsory or elective for AQF VET qualification	HSC indicative hours of credit
COMPULSORY Attempt ALL units of competency				
CHCAC3C or CHCDIS1C	Orientation to aged care work or Orientation to disability work	nil	compulsory	25
CHCCOM1B	Communicate with people accessing the services of the organisation	nil	compulsory	20
CHCCS301A	Work within a legal and ethical framework	nil	compulsory	25
CHCOHS302A	Participate in safety procedures for direct care work	nil	compulsory	30
CHCORG3B	Participate in the work environment	nil	compulsory	20
HLTCSD306B	Respond effectively to difficult or challenging behaviour	nil	compulsory	15
HLTIN301A	Comply with infection control policies and procedures in health work	nil	compulsory	25
Total HSC indicative hours for compulsory units of competency				160
ELECTIVE Attempt a minimum of <u>five</u> (5) units of competency				
BSBCMN105A	Use business equipment	nil	elective	15
BSBCMN205A	Use business technology	nil	elective	20
BSBCMN206A	Process and maintain workplace information	nil	elective	20
BSBCMN212A	Handle mail	nil	elective	15
BSBCMN213A	Produce simple word processed documents	nil	elective	25
BSBCMN217A	Process customer feedback	nil	elective	10
CHCAC4B	Assist in the provision of an appropriate environment	nil	elective	10
CHCAC17A	Support the older person to maintain their independence	nil	elective	20
CHCRH1B	Orientation to work in the leisure and health industries	nil	elective	25
HLTCSD307B	Care for the home environment of clients	nil	elective	20
HLTFS207B	Follow basic food safety practices	nil	elective	20
RTC2012A	Plant trees and shrubs	nil	elective	15
RTC2301A	Undertake operational maintenance of machinery	nil	elective	10

Unit code	Unit title	Unit-specific prerequisite	Compulsory or elective for AQF VET qualification	HSC indicative hours of credit
RTC2307A	Operate machinery and equipment	nil	elective	20
RTC2401A	Treat weeds	nil	elective	10
RTF2017A	Prune shrubs and small trees	nil	elective	10
RTF2024A	Tend nursery plants	nil	elective	10

AQF VET qualification

To attain Certificate II in Community Services Support Work (CHC20102) students must achieve 12 units of competency including:

- a) 7 compulsory units of competency
- b) 5 elective units of competency.