Community Services – Introduction

AQF VET qualification: Certificate II in Community Services (CHC20112)

Training Package: Community Services (CHC08) version 4

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Community Services – Introduction (120 hours)	2 units x 1 year	58250	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Community Services – Introduction (240 hours)	2 units x 2 years	58251	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	or		
	4 units x 1 year	58252	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

Eligibility: Nil

Exclusions: 120-hour course   Active Volunteering
                         240-hour course[*]   Community Services
                                                          Human Services Curriculum Framework

[*] Students interested in further study in their HSC within community services and/or commencing a career post-school should undertake course(s) from the *Community Services* BEC or *Human Services Curriculum Framework* rather than the 240-hour course from this *Community Services – Introduction* BEC.

For further information refer to *Pathways within community services* at the end of this document.

The *Community Services – Introduction* Board Endorsed Course (BEC) offers an introduction to community services work. It does not provide an immediate career outcome in NSW. Entry level qualifications for sectors within the community services industry are at Certificate III level and higher. Pathways to these qualifications are available through the *Community Services* BEC and *Human Services Curriculum Framework* (Aged Care).

Students undertaking courses within the community services and/or health industries may be required to:
- be immunised against infectious diseases (see www.health.nsw.gov.au)
- undergo occupational screening
- sign a *Volunteer/Student Declaration* (formerly Prohibited Employment Declaration) (see www.kids.nsw.gov.au)
- undertake a criminal record check (see www.police.nsw.gov.au) or *Working with Children Check* (see www.kids.nsw.gov.au).

For further advice contact your school system and/or registered training organisation (RTO).

HSC course requirements

Community Services – Introduction (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate II in Community Services (CHC20112)
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 120 HSC indicative hours
- a minimum of 35 hours of work placement is recommended[#].

Community Services – Introduction (240 indicative hours)

- the possible qualification outcome is a Certificate II in Community Services (CHC20112)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt core units of competency and elective units of competency to bring the course total to a minimum of 240 HSC indicative hours and to meet qualification packaging rules
- a minimum of 70 hours of work placement is recommended[#].

[#] CHCIC201B *Communicate with children*, if selected as an elective, requires assessment in the workplace (see the *Evidence Guide* for the unit of competency).

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

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 the *Assessment Certification Examination (ACE) website.*) There must be sufficient evidence that the student has:
- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Community Services – Introduction HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
CHCCOM201C Communicate with people accessing the services of the organisation	core	10
CHCCS211B Prepare for work in the community sector	core	25
CHCORG201C Follow policies, procedures and programs of the organisation	core	10
CHCORG202C Work with others	core	10
plus		
CHCWHS312A Follow WHS safety procedures for direct care work	core (choose 1 from 2)	25
or		
HLTWHS200A Participate in WHS processes	core (choose 1 from 2)	20

Total HSC indicative hours for core units of competency: 75 or 80

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
CHCAC317A Support older people to maintain their independence	elective	20
CHCAC318B Work effectively with older people	elective	40
CHCADMIN201D Undertake basic administrative duties	elective	10
CHCAL307A Comply with family day care administration requirements	elective	20
CHCAOD201D Prepare for alcohol and other drugs work	elective	20
CHCCH225A Prepare to work in social housing	elective	20
CHCCN301C Ensure the health and safety of children	elective	40
CHCCN302A Provide care for children	elective	45
CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner	elective	25
CHCCS200D Deliver service to clients	elective	20

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
CHCCS308B Provide first point of contact	elective	20
CHCDIS220B Prepare for disability work	elective	20
CHCDIS301C Work effectively with people with a disability	elective	40
CHCFC301A Support the development of children	elective	40
CHCGROUP201C Support the activities of existing groups	elective	10
CHCIC201B Communicate with children[§]	elective	10
CHCRF301E Work effectively with families to care for the child	elective	15
CHCRH401C Work effectively in the leisure and health industry	elective	30
CHCYTH301E Work effectively with young people	elective	25
HLTCPR211A Perform CPR	elective	10
HLTCSD203D Prepare and maintain beds	elective	10
HLTFA211A Provide basic emergency life support	elective	10
HLTFA311A Apply first aid	elective	20
HLTHIR403C Work effectively with culturally diverse clients and co-workers	elective	20
HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people	elective	25
BSBSUS201A Participate in environmentally sustainable work practices	other elective (max 2)	15

[§] This unit of competency must be assessed in the workplace (see the *Evidence Guide* for this unit of competency). In their planning, schools and RTOs should ensure that sufficient work placement time is scheduled for the development of competence and collection of evidence.

AQF VET qualification

Qualification packaging rules are contained in the *Community Services Training Package (CHC08)* at http://training.gov.au.

In summary, to attain Certificate II in Community Services (CHC20112) students must achieve 11 units of competency including:

a)   5 core units of competency

b)   6 elective units of competency:

– maximum 2 units at AQF level II or higher in other relevant Training Packages or accredited courses.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at http://training.gov.au.

RTOs offering training programs for the delivery and assessment of Community Services – Introduction HSC VET courses must meet the requirements of the VET Quality Framework, the *Community Services Training Package (CHC08)* and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Community Services – Introduction (120 indicative hours) course or the Community Services – Introduction (240 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Community Services – Introduction are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:
- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the *VET Courses and Students with Special Education Needs* fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.

Pathways within community services

```
┌─────────────────────────┐
│  Community Services      │
│  – Introduction          │
└─────────────────────────┘
        │
   ┌────┴────┐
   ▼         ▼
┌──────────┐  ┌──────────┐
│240-hour  │  │120-hour  │
│course    │  │course    │
└──────────┘  └──────────┘
   │              │
   ▼              ▼
┌──────────┐  ┌──────────────┐
│Certificate│ │Statement of  │
│II in      │ │Attainment    │
│Community  │ │towards       │
│Services   │ │Certificate II│
│           │ │in Community  │
│4 units of │ │Services      │
│HSC credit │ │              │
│           │ │2 units of    │
│           │ │HSC credit    │
└──────────┘  └──────────────┘
   │              │
   ▼              ▼
  END            END
```

Human Services Curriculum Framework

up to 7 units of HSC credit

Statement of Attainment towards or Certificate III in Aged Care

Community Services BEC

up to 8 units of HSC credit

Statement of Attainment towards or Certificate III in Community Services Work or Children's Services or Disability or Certificate IV in Children's Services (Outside school hours care)