



Community Services

Domestic students

GBCA.EDU.AU

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ADDRESS

Global Business College of Australia
337-339 La Trobe Street, Melbourne VIC 3000
338 Queen St, Melbourne VIC 3000
10-12 Prospect Street, Box Hill VIC 3128 (Domestic students only)

Global Business College of Australia Pty Ltd trading as
Global Business College of Australia
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CHC33021



Certificate III in Individual Support

COURSE DESCRIPTION: This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

To achieve this qualification, the candidate must have completed at least 120 hours of work as detailed in the assessment requirements of the units of competency

COURSE DURATION: Course will be delivered over a maximum of 52 weeks including holidays

SCHEDULE: 2 sessions per week

DELIVERY MODE: Blended learning between face to face and online

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC, and 338 Queens street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

- Satisfactory numeracy and literacy skills to undertake this course, or
- Mature age and have sufficient work experience to successfully undertake this course

VOCATIONAL PLACEMENT REQUIREMENTS:

Before commencing vocational placement, students are required to complete the following:

1. Current Police Check (12 months)
2. Vocational placement host employer may require students to complete the NDIS Worker Screening Check Prior to commencing placement.

Students are required to complete at least 120 hours of work placement as part of course requirements.

GBCA has signed agreements with prospective employers to offer the work placement opportunities for its students. A list of these prospective employers will be provided to assist you in finding work

placement. Work placements will be arranged by the GBCA Work Placement Coordinator in conjunction with the student and GBCA trainers. The Fair Work Act 2009, under the definition of Vocational Placement in section 12 outlines the rules restricting unpaid work. The Fair Work Ombudsman provides a clear explanation of these rules in the Internships, Vocational Placements & Unpaid Work Fact Sheet.

Students are required to discuss with the GBCA work placement coordinator if they wish to make their own work placement arrangement.

Due to the requirement to complete vocational placement, a final outcome for each unit would not be provided until the relevant component of vocational placement had been completed.

COURSE STRUCTURE

UNIT CODE	UNIT NAME
CHCCCS031	Provide individualised support
CHCCCS040	Support independence and wellbeing
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCCCS041	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCCCS038	Facilitate the empowerment of people receiving support
HLTINF006	Apply basic principles and practices of infection prevention and control
CHCAGE011	Provide support to people living with dementia
CHCAGE013	Work effectively in aged care
CHCPAL003	Deliver care services using a palliative approach
CHCDIS020	Work effectively in disability support
CHCDIS012	Support community participation and social inclusion
CHCDIS011	Contribute to ongoing skills development using a strengths-based approach

ASSESSMENT METHODS:

Written Questions, Cultural research, Role play, Culture Reflections, Case studies, Workplace Observation, Simulation task, Workplace Improvements, Work placement project, Project, workplace Journal and portfolio, Work placement Task, Supervisor report.

GOVERNMENT FUNDING:

This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training subsidised through the Skills First Program.

CHC43121

Certificate IV in Disability Support

COURSE DESCRIPTION: This qualification reflects the role of individuals in a range of community settings and peoples' homes, who provide support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work according to and may contribute to an individualised plan, and work without direct supervision. They may be required to supervise and/or coordinate a small team.

To achieve this qualification, candidates must have completed at least 100 hours of work as detailed in the Assessment Requirements of the units of competency

COURSE DURATION: 36 weeks (including 5 weeks for vocational placement and 6 weeks term breaks and holidays)

SCHEDULE: 2 sessions per week

DELIVERY MODE: Blended learning between face to face and online

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC, and 338 Queens street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

Students enrolling in this course must meet the following requirement:

Completion of: CHC33021 Certificate III in Individual Support (Disability) or Completion of: CHC33015 Certificate III in Individual Support (Disability) or Completion of: CHC30408 Certificate III in Disability PLUS the CHCSS00125 Entry to Certificate IV in Disability Support Skill Set.

VOCATIONAL PLACEMENT REQUIREMENTS:

Students are required to complete at least 100 hours of work placement as part of course requirements. We understand the industry and will assist you in finding Work Placement. GBCA work placement coordinator, GBCA trainers and the student will work collaboratively in securing a work placement. Once you are marked satisfactory in the required units, you apply for work placement by completing an online placement application form. You can indicate your availability and preferred location. We endeavour to place you in an aged care facility and/or disability facility and/or community care setting of your choice, however we cannot guarantee this as it depends on the availability in the facilities of your preferred location.

Once you submit your form, all parties will work towards securing a place for you. Remember, Aged care facilities and/or Disability and/or community care facilities prefer students who are both flexible and reliable. On average, it takes approximately 4 weeks to secure work placement. The Fair Work Act 2009, under the definition of Vocational Placement in section 12 outlines the rules restricting unpaid work. The Fair Work Ombudsman provides a clear explanation of these rules in the Internships, Vocational Placements & Unpaid Work Fact Sheet.

Due to the requirement to complete vocational placement, a final outcome for each unit would not be provided until the relevant component of vocational placement had been completed.

COURSE STRUCTURE

UNIT CODE	UNIT NAME
CHCCCS044	Follow established person-centred behaviour supports
CHCDIS017	Facilitate community participation and social inclusion
CHCDIS018	Facilitate ongoing skills development using a person-centred approach
CHCDIS019	Provide person-centred services to people with disability with complex needs
CHCLEG003	Manage legal and ethical compliance
HLTWHS003	Maintain work health and safety
CHCMHS001	Work with people with mental health issues
CHCDIS015	Develop and provide person-centred service responses
CHCCCS019	Recognise and respond to crisis situations
CHCCCS041	Recognise healthy body systems

ASSESSMENT METHODS:

Questions, Case studies, Presentation, Project, Portfolio, work placement project and work placement observation

GOVERNMENT FUNDING:

This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training subsidised through the Skills First Program. Domestic students may be eligible for subsidised training.

CHC52021

Diploma of Community Services



COURSE DESCRIPTION: This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management, program coordination or the development of new business opportunities.

To achieve this qualification, candidates must have completed at least 200 hours of work as detailed in the Assessment Requirements of the units of competency.

COURSE DURATION: 64 weeks (including 10 weeks for vocational placement and 12 weeks term breaks and holidays)

SCHEDULE: 2 sessions per week

DELIVERY MODE: Blended learning between face to face and online

CAMPUS LOCATION AND DELIVERY SITE: 337-339 La Trobe Street, Melbourne 3000 VIC, and 338 Queens street, Melbourne 3000 VIC

ENTRY REQUIREMENTS:

There are no set requirements for this course. It is recommended that domestic students would meet one of below requirements:

- Satisfactory numeracy and literacy skills to undertake this course, or
- Mature age and have sufficient work experience to successfully undertake this course, or satisfactory complete year 12.

Domestic applicants will undertake the language, literacy and numeracy test and the digital skill test as part of the Pre-Training Review.

It is recommended that students have prior knowledge and experience in age/ disability care environments prior to enrolling into this course.

VOCATIONAL PLACEMENT REQUIREMENTS:

Students are required to complete at least 200 hours of work placement as part of course requirements. We understand the industry and will assist you in finding Work Placement. GBCA work placement coordinator, GBCA trainers and the student will work collaboratively in securing a work placement. Once you are marked satisfactory in the required units, you apply for work placement by completing an online placement application form. You can indicate your availability and preferred location. We endeavour to place you in an aged care facility and/or disability facility and/or community care setting of your choice, however we cannot guarantee this as it depends on the availability in the facilities of your preferred location.

Once you submit your form, all parties will work towards securing a place for you. Remember, Aged care facilities and/ or Disability and/or community care facilities prefer students who are both flexible and reliable. On average, it takes approximately 4 weeks to secure work placement. The Fair Work Act 2009, under the definition of Vocational Placement in

section 12 outlines the rules restricting unpaid work. The Fair Work Ombudsman provides a clear explanation of these rules in the Internships, Vocational Placements & Unpaid Work Fact Sheet.

Due to the requirement to complete vocational placement, a final outcome for each unit would not be provided until the relevant component of vocational placement had been completed.

COURSE STRUCTURE

UNIT CODE	UNIT NAME
CHCCCS007	Develop and implement service programs
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCCCS004	Assess co-existing needs
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS003	Maintain work health and safety
CHCCSM013	Facilitate and review case management
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCCCS019	Recognise and respond to crisis situations
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCCSM012	Coordinate complex case requirements
CHCCSM014	Provide case management supervision
CHCCSM009	Facilitate goal-directed planning
CHCCSM010	Implement case management practice
CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCDEV006	Analyse information for service planning and delivery
CHCCDE023	Develop and deliver community projects
CHCDIV003	Manage and promote diversity

ASSESSMENT METHODS:

Questions, Case studies, Presentation, Project, Portfolio, work placement project and work placement observation

GOVERNMENT FUNDING:

This course is delivered with Victorian and Commonwealth Government funding under the Skills First Program. Individuals with disabilities are encouraged to apply for training subsidised through the Skills First Program. Domestic students may be eligible for subsidised training.