Certificate II in Community Services

By eike.pakeha

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THIS COURSE WILL BE SUPERSEDED IN 2013.

This qualification is used as a pathway qualification into either the Aged Care Area or Children's Services Area.

General Course Information

Course Code: CHC20108
Faculty: VET
Sector: Vocational Education & Training - VET
Award: Certificate II
Apprenticeship available: No
Year Offered: 2012 - Intake for commencing and continuing students
Full Time Equivalent (FTE): 0.5
Units Required: Total 11
Nominal Hours: Minimum 193
Maximum 490
Last update: Tuesday, 30 October 2012 09:31 am

Course Information Contact

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Email: student.support@batchelor.edu.au

Course's Descriptors

Course Objectives
Elective Stream 1 - Aged Care Work - FHBS. Elective Stream 2 - Children's Services - FEASS.

Admission Requirements
There are no admission requirement for this course.

Course Structure
To achieve a Certificate II in Community Services a total of ELEVEN (11) units of competency must be completed. This comprises of FIVE (5) core units of competency and SIX (6) elective units of competency under the choosen stream of either Aged Care Work or Children's Services, as detailed in the packaging rules and as listed below.

Statement of Attainments
A Statement of Attainment is issued by a Registered Training Organisation when an individual has successfully completed one or more units of competency from nationally recognised qualification(s)/course(s).

An individual can be issued with this if they have not completed and do not intend to complete the entire qualification(s)/course(s), as per the completion rules for the specified qualification(s).

Registered Training Organisation Identifier
0383
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Unit Summary

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCORG202C</td>
<td>Work with others</td>
<td>15</td>
</tr>
<tr>
<td>HLTOS200B</td>
<td>Participate in OHS processes</td>
<td>20</td>
</tr>
<tr>
<td>CHCORG201B</td>
<td>Follow policies, procedures and programs of the organisation</td>
<td>15</td>
</tr>
<tr>
<td>CHCCS211A</td>
<td>Prepare for work in the community sector</td>
<td>55</td>
</tr>
<tr>
<td>CHCCOM201C</td>
<td>Communicate with people accessing the services of the organisation</td>
<td>15</td>
</tr>
<tr>
<td>HLTFS207C</td>
<td>Follow basic food safety practices</td>
<td>20</td>
</tr>
<tr>
<td>CHCCOM302C</td>
<td>Communicate appropriately with clients and colleagues</td>
<td>20</td>
</tr>
<tr>
<td>CHCAC318B</td>
<td>Work effectively with older people</td>
<td>30</td>
</tr>
<tr>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures</td>
<td>20</td>
</tr>
<tr>
<td>CHCADMM201D</td>
<td>Undertake basic administration duties</td>
<td>15</td>
</tr>
<tr>
<td>HLTSCD306C</td>
<td>Respond to difficult or challenging behaviour</td>
<td>20</td>
</tr>
<tr>
<td>CHCIC201B</td>
<td>Communicate with children</td>
<td>30</td>
</tr>
<tr>
<td>CHCCN305B</td>
<td>Provide care for babies</td>
<td>40</td>
</tr>
<tr>
<td>CHCP301B</td>
<td>Provide experiences to support children’s play and learning</td>
<td>40</td>
</tr>
<tr>
<td>CHCCN301B</td>
<td>Ensure the health and safety of children</td>
<td>60</td>
</tr>
<tr>
<td>CHFC301A</td>
<td>Support the development of children</td>
<td>45</td>
</tr>
</tbody>
</table>

Individual Unit's Descriptors

Core

*Work with others*
Code - CHCORG202C  Contact Hours - 15
This unit describes the knowledge and skills required to work with others.

*Participate in OHS processes*
Code - HLTOS200B  Contact Hours - 20
This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.

*Follow policies, procedures and programs of the organisation*
Code - CHCORG201B  Contact Hours - 15
This unit describes the knowledge and skills required to work according to organisation policies, procedures and programs.

*Prepare for work in the community sector*
Code - CHCCS211A  Contact Hours - 55
This unit describes the knowledge and skills required by those people who may be undertaking preliminary training to enter the community services industry. It requires the ability to access industry information and applicable legislative guidelines as well as knowledge of identifying and accessing future learning opportunities.

*Communicate with people accessing the services of the organisation*
Code - CHCCOM201C  Contact Hours - 15
This unit applies to community service workers who may have limited contact with clients in terms of content and timing and operate under supervision.
Elective

**Follow basic food safety practices**
Code - HLTFS207C  Contact Hours - 20
This unit of competency describes the skills and knowledge required for basic food safety practices including personal hygiene, conduct when working in a food service environment, basic pest control requirements and basic food disposal requirements. It describes the most basic level of competence required by any person in any industry who directly handles food.

Elective Stream 1

**Communicate appropriately with clients and colleagues**
Code - CHCCOM302C  Contact Hours - 20
This unit describes the knowledge and skills required to exercise effective communication skills in the workplace.

**Work effectively with older people**
Code - CHCAC318B  Contact Hours - 30
This unit describes the skills and knowledge required by the worker to perform work that reflects understanding of the structure and profile of the residential aged care sector, the home and community sector and key issues facing older people in the community.

**Comply with infection control policies and procedures**
Code - HLTIN301C  Contact Hours - 20
This unit describes the skills and knowledge required of workers to understand and comply with infection control guidelines. Policies and procedures may be organisation, industry based and/or legislated. This unit applies to a wide range or workers in health industry settings reflecting the importance of controlling infection risks and self-protection.

**Undertake basic administration duties**
Code - CHCADMIN201D  Contact Hours - 15
This unit describes the knowledge and skills required by workers to undertake the range of basic administrative duties required in community services organisations.

**Respond to difficult or challenging behaviour**
Code - HLTCSD306C  Contact Hours - 20
This unit of competency describes the skills and knowledge required to respond effectively to difficult or challenging behaviour of clients and others. These skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties.

Elective Stream 2

**Communicate with children**
Code - CHCIC201B  Contact Hours - 30
This unit describes the knowledge and skills required for worker to communicate with children.

**Provide care for babies**
Code - CHCCN305B  Contact Hours - 40
This unit describes the knowledge and skills required by anyone working with babies/infants to ensure that their physical and emotional well being is maintained.

**Provide experiences to support children's play and learning**
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Ensure the health and safety of children
Code - CHCPR301B  Contact Hours - 40
This unit describes the knowledge and skills required to conduct a range of activities that assist in enhancing children’s developmental and leisure experiences

Support the development of children
Code - CHCCN301B  Contact Hours - 60
This unit describes the knowledge and skills required for a worker to ensure the health and safety of children.

Support the development of children
Code - CHCFC301A  Contact Hours - 45
This unit describes the knowledge and skills required by workers who support the physical, social, emotional, psychological, language and creative development of children from 0-12 years of age

Course Authorisation
Last update  Tuesday, 30 October 2012 09:31 am
Approved by
Review Date  Sunday, 11 November 2012 08:58 pm

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