

# Diploma of Community Services

Course Code: CHC52025 | CRICOS Code: 118765H

Duration: 104 Weeks

## Course Description

This qualification reflects the role of community service workers involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

At this level, workers have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management.

Workers support people to make change in their lives to improve personal and social wellbeing and may also have responsibility for the supervision of other workers and volunteers. They may also undertake case management and program coordination.

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

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

## Licensing or Regulatory Requirements

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Mode of Delivery

This program is delivered and assessed through a combination of classroom-based learning, simulated industry workplace activities, and supervised online study. Learners are also expected to complete approximately 10 hours per week of unsupervised study, including reading, research, and revision of previous lessons.

## Target Group / Learner Cohort

This qualification is designed for overseas students who are seeking to build a career in the community services sector. It is suited to individuals interested in the following pathways:

- ✚ Pursuing a career in roles such as:
- ✚ Community Services Worker
- ✚ Case Manager
- ✚ Family Support Worker
- ✚ Client Services Manager
- ✚ Community Development Officer
- ✚ Service Manager
- ✚ Program Coordinator

Progressing to higher-level vocational qualifications, such as the CHC62015 - Advanced Diploma of Community Sector Management

Using the qualification as a pathway to higher education programs in social work, community development, or related fields.

This course provides a strong foundation for students committed to making a positive impact in the lives of individuals, families, and communities.

## Resources Required

Student must have a personal electronic device such as a laptop or iPad.

1. Provided by Lead college:
2. Relevant support materials for delivery and assessment areas
3. Current assessment tools used in the program
4. Resources to support learners with special needs, including reasonable adjustment procedures
5. Equipment and facilities aligned with unit requirements

## Assessment Methods

Assessment methods may include, but are not limited to: direct observation of practical tasks, oral and written questioning, completion of workbooks, simulated workplace activities, interviews, and third-party reports.

The selected assessment strategies have been designed to suit both the qualification outcomes and the characteristics of the target learner group. These methods ensure fair, flexible, valid, and reliable assessment practices are applied.

## Entry Requirements

The following are the Admission requirements of Lead college:

- Must be 18 years of age or older at the time of course commencement.
- Prospective students may be required to undertake a Language, Literacy and Numeracy (LLN) and/or a pre-enrolment interview.
- Must have completed Australian Year 12 or equivalent level of schooling or a Certificate III or higher qualification with an Australian institution.
- Must demonstrate English level of IELTS 6.0 overall with no band less than 5.5 or equivalent, such as:
  - I. IBT 60
  - II. PTE 50
  - III. CAE 169
  - IV. OET B
  - V. General English Advanced or equivalent
  - VI. MOI Certificate
  - VII. Duolingo 95
  - VIII. MET
  - IX. LANGUAGECERT Academic
  - X. CELPIP General
  - XI. Certificate IV or higher qualification with an Australian institution.
- Must have basic digital literacy, including the ability to confidently use the internet and common software applications for learning purposes, completing assignments, and engaging with course content.
- Must be able to participate in training within a simulated workplace environment, including performing manual handling tasks.

## Packaging Rules Units of Competency

20 units must be completed:

12 core units

8 elective units

<https://training.gov.au/training/details/CHC52025/qualdetails>

## Units Of Competency

The CHC52025 Diploma of Community Services requires the completion of the following 20 Units (including 12 core and 8 electives).

### Core Units – 12

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

## Elective Units – 8

CHCMHS004	Work collaboratively with the care network and other services
CHCCSL001	Establish and confirm the counselling relationship
CHCCSL002	Apply specialist interpersonal and counselling interview skills
CHCDIS017	Facilitate community participation and social inclusion
CHCMHS001	Work with people with mental health issues
CHCDIV003	Manage and promote diversity
CHCCOM003	Develop workplace communication strategies
CHCADV002	Provide advocacy and representation services

**\*\* Please note: Electives are subject to change to meet client and industry requirements.**





## Work Placement Requirements

To be awarded this qualification, candidates must complete a minimum of 400 hours of practical placement, as outlined in the Assessment Requirements of the relevant units of competency.

The placement is delivered in two blocks, each comprising up to 200 hours, allowing students to progressively develop and apply their skills in a real-world community services setting.

## Career Pathways

This qualification enables the student to seek employment in the following job roles:

-  Community services worker
-  Case manager
-  Family support worker
-  Client services manager

- ✚ Community development officer
- ✚ Service manager and/or program coordinator

## Pathway Qualification

After completing CHC52025 – Diploma of Community Services you may progress to higher education courses.

## Recognition of Prior Learning (RPL) and Credit Transfer

Lead College recognises qualifications and Statements of Attainment issued by other registered training organisations (RTOs), unless restricted by licensing requirements. We offer Credit Transfer for completed units or subjects that match those in your course.

Recognition of Prior Learning (RPL) allows you to have your existing skills and knowledge gained through work, life experience, or unaccredited training formally recognised. During your entry and interview, we will discuss RPL options with you. If eligible, you will receive a kit to help gather evidence and demonstrate your competencies for relevant units. Review our Credit Transfer and RPL Policy <https://www.leadcollege.edu.au/credit-transfer-rpl/> or fill in the form with required evidence <https://www.leadcollege.edu.au/application-for-credit-transfer/>

## Fee

Take advice from Admissions Officer [admission@leadcollege.edu.au](mailto:admission@leadcollege.edu.au)