

CHC52021

# Diploma of Community Services



## 2025 Course Information



## Recognised Prior Learning Pathway



## Welcome

Thank you for your interest in undertaking CHC52021 Diploma of Community Services through a Recognition of Prior Learning (RPL) Pathway at the CCWT. This nationally recognised qualification is recommended for experienced workers within the human services or community services sector. These workers are involved in the delivery, management and coordination of person-centred services to individuals, groups, and communities.

The [Centre for Community Welfare Training](#) (CCWT) is the learning and development arm of the Association of Children's Welfare Agencies (ACWA). CCWT is focused on equipping individuals in the Human Services sector with work skills. If you have any questions or would like to discuss your learning journey prior to enrolment, please contact us at [training@ccwt.edu.au](mailto:training@ccwt.edu.au)

## What is Recognition of Prior Learning (RPL)?

RPL is an assessment approach that recognises your current and prior knowledge and skills, measuring these against the learning outcomes and standards of the qualification. Therefore, you do not have to learn in a training setting what you already know or do.

As this is a nationally recognised qualification, you will need to demonstrate that you have the skill, knowledge and the ability to work consistently to the required standards of each of the unit of competency within the qualification.

## Are there any prerequisites?

At the Diploma level, RPL applicants will have specialised skills in community services and work autonomously within their scope of practice under broad directions from senior management. They 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.

CCWT will undertake an assessment of your eligibility however, as a guide we recommend that you have a minimum of 2 years experience in a human services setting.

The Diploma requires a work placement of at least 200 hours therefore, access to a community sector workplace in either a paid or voluntary capacity is required. If you do not have access to a suitable workplace, please contact the team at [training@ccwt.edu.au](mailto:training@ccwt.edu.au) to explore your options.

Additionally, during the application and enrolment process, you will be asked to:

- Provide evidence of being over 18 years of age
- Complete an online LLND (Language, Literacy, Numeracy, Digital) skills assessment.
- Attend an RPL consultation to determine your eligibility.

As this is an online course, you will also require access to a computer and the internet.



## Qualification Overview

CHC52021 Diploma of Community Services is a competency-based qualification which requires you to achieve 20 units of competency, 12 core and 8 elective units. To be successful in RPL for this Diploma you will need to show evidence of skills and knowledge in the 20 units of competency. This qualification also requires evidence of the completion of 200 hours work placement in a case management setting.

The units offered as part of the CCWT RPL program are:

### Core units

CHCCCS004	Assess co-existing needs
CHCCCS007	Develop and implement service programs
CHCCCS019	Recognise and respond to crisis situations
CHCCSM013	Facilitate and review case management
CHCDEV005	Analyse impacts of sociological factors on people in community work and services
CHCDFV001	Recognise and respond appropriately to domestic and family violence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
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

### Elective units

CCWT offers a range of electives to meet the wide variety of roles within the human services sector which are grouped into clusters of similar units. A total of 8 electives are required for this qualification. These 2 electives must be included:

CHCCCS038	Facilitate the empowerment of people receiving support
CHCMHS001	Work with people with mental health issues

You can select 3 of the 4 elective clusters most relevant to your work role from those listed below:

CHCMHS011	Assess and promote social, emotional and physical wellbeing
CHCCDE026	Develop and lead community engagement strategies to enhance participation
CHCADV002	Provide advocacy and representation services
CHCDEV006	Analyse information for service planning and delivery

CHCMHS007	Work effectively in trauma informed care
CHCMHS013	Implement trauma informed care
CHCDIS015	Develop and provide person-centred service responses
CHCDIS019	Provide person-centred services to people with disability with complex needs

## How will the course be delivered?

Our Diploma RPL program is a fully online, self-directed RPL pathway designed to be convenient and flexible for applicants and employers and is delivered on our learning platform, Cloud Assess. As part of our tailored online platform, we have grouped similar units together in clusters and provided clear instructions on the RPL process and how to approach each cluster.

Student Checklists are available for each cluster as a guide to the types of workplace evidence you may be able to submit to meet the requirements of the unit. An assessor will then determine if you are competent in each unit based on a range of evidence you provide and give you feedback. The assessor will identify any gaps in competency and plan with you how to address them. This may be in the form of additional evidence, a competency conversation or gap training.

## What are the key time frames?

We recommend you allocate around 4 - 5 hours per week to work through the RPL program. This includes working through the instructions, sourcing and uploading evidence and collecting third party reports for each cluster. You will have a maximum of **12 months** to complete your qualification however, you can fast track this timeframe.

## What additional support is provided?

CCWT is committed to providing quality support through our team of experienced assessors and support staff. Our trainers and assessors are qualified industry experts and on enrolment you will be allocated an assessor who will support you throughout your RPL journey. They will hold a one-on-one consultation with you at the start of the RPL program to learn about your work and study experience and to provide an opportunity for you to have your queries answered. Your assessor is available to assist you throughout your enrolment as are the Student Support team.

The Student Support team can provide guidance on the application and enrolment process, assist with accessing the learning platform and answer any queries related to the course structure. We also offer regular online sessions as an additional opportunity to connect with the assessors and support team.

## Fee Schedule

**Cost:** \$4500 (GST Free)

The course fee can be paid on enrolment or CCWT offers a payment plan, allowing the fee to be paid across three instalments as detailed below.

1.	\$450	On enrolment
2.	\$2025	6 weeks after enrolment
3.	\$2025	12 weeks after enrolment

The course fee is applicable for a 12 month period. After this period, you may be asked to pay an extension fee. You can find out more about payment methods, and our terms and conditions here:

<https://www.acwa.asn.au/ccwt/terms-and-conditions/>

## What is included in my course fee?

The course cost, as detailed above includes:

- An online Introduction to RPL short course providing details and instructions about the program
- An RPL eligibility assessment including an RPL consultation with your assessor
- Online RPL resources including Student Checklists and Third Party Report templates
- Regular online drop-in sessions
- Any identified gap training and assessment
- Support provided by the CCWT team, including an allocated assessor and administrative support
- Relevant certification, that is, a statement of attainment, or Diploma on successful completion

## Credit Transfers

A credit transfer provides automatic credit for equivalent units that you have previously completed in an accredited course with CCWT or another training provider. We will ask you to provide your Unique Student Identifier (USI) Transcript as part of your application to explore any eligible Credit Transfers. There is no charge for credit transfers, and your course fees will be reduced if you are eligible.

## How do I apply?

Applications open **February 2025** and you can enrol at any time following this.

**Step 1** Review the information in this brochure to explore if this is the best pathway for you and that you meet the pre-requisites or contact the team to discuss your options at [training@ccwt.edu.au](mailto:training@ccwt.edu.au).

**Step 2** Access the [CCWT website](#) to commence the application process. Once you have completed the application form, you will receive a confirmation email acknowledging that we have received your application.

**Step 3** Your application will be reviewed, and you will be advised of the outcome via email.

**Step 4** If your application is successful, we will provide you with an online enrolment link and invoice. Alternatively, we will discuss other learning options with you.

**Step 5** You will receive confirmation of your enrolment noting that enrolment is not confirmed until fees have been paid.

**Step 6** You can now access your learner portal and will receive further information about your RPL journey, allocated assessor, and how to move through the program.

## Meet our industry qualified trainers

### Nicole Devereux

Nicole has over 28 years' experience working in the community services sector, working in the areas of child protection, domestic and family violence, case management, out of home care, intensive support services, adolescent services, family assessment, disaster welfare and management. Nicole has an ongoing commitment to ensuring that practitioners are well supported and continue to develop their skills and knowledge whilst working in the sector.

### Tricia Williams

Tricia has over 30 years of experience as a consultant in child protection and family violence work. Tricia is passionate about working with staff, leaders and organisations to build cultures of intentional and meaningful practice to improve the experience and outcomes for the clients we work with.

## Other courses at CCWT

CCWT provides cost effective and accessible training for people working across the community welfare sector, in a broad range of areas. CCWT provides short courses, nationally recognised qualifications and In-House training as well as specialised programs, coaching and supervision. We offer face to face delivery at our Sydney training centre or we can bring the training to you. We also have a wide range of online training options available. To explore the learning opportunities available, visit our [website](#).

For further information about the Diploma of Community Services or any other learning opportunity at CCWT, please contact us at [training@ccwt.edu.au](mailto:training@ccwt.edu.au) or 02 9281 8822.

We look forward to sharing your learning journey with you.

*The Centre for Community Welfare Training (CCWT) is the learning and development arm of the Association of Children's Welfare Agencies (ACWA). CCWT is focused on equipping individuals in the Human Services sector. As a Registered Training Organisation (RTO 90494) CCWT has been delivering quality accredited vocational training since 1995.*