Synergies between alcohol and other drugs (AOD) and mental health have long been established. The National Drug and Alcohol Research Centre estimates that more than one-third of individuals with an AOD use disorder have at least one comorbid mental health disorder. This course will allow you to develop a wide range of skills to help those in your community.

Why study this course?

- Study the course online, at a pace that suits you
- Get support from a qualified and professional Open Colleges trainer
- Learning materials have been developed by industry experts
- Receive a nationally recognised qualification upon completion
- Flexible payment options available

Course number
E1149

Qualification name
Dual qualification: CHC43215 Certificate IV in Alcohol and Other Drugs and CHC43315 Certificate IV in Mental Health

Course duration
Maximum 24 months

Qualification Level
Certificate IV

Delivery Method
Online with Work Placement

Recognition
Nationally Recognised
About the Course

The industry

The Australian Bureau of Statistics (ABS) conducted the second National Survey of Mental Health and Well-being in 2007, interviewing approximately 8,800 people aged over 16 years and living in private dwellings in all states and territories of Australia.

Findings uncovered that each year, approximately one in every five Australians will experience a mental illness and about 5% of Australians will experience substance abuse disorders in any 12-month period.

The Dual qualification: CHC43215 Certificate IV in Alcohol and Other Drugs and CHC43315 Certificate IV in Mental Health course will allow you to develop a wide range of skills to help those in similar situations.

Who this course is for

This dual qualification will give those who currently work (or who plan to work) as support workers and care staff the skills they need to provide care and assistance to clients with AOD and/or mental health issues.

Potential career outcomes

- Case Worker
- Community Support Worker
- Detoxification Worker
- Drug and Alcohol Worker
- Family Support Worker
- Mental Health Intake Officer
- Mental Health Outreach Worker
- Mental Health Rehabilitation Support Worker
- Mental Health Worker
- Outreach Worker
- Support Worker

What you'll learn
You'll graduate with skills that are transferable across a variety of community services settings such as AOD, mental health and youth work sectors. A work placement will give you practical skills and confidence to graduate with a job-ready skill set.

Topics you will cover in the course include:

- Assessments and treatments
- How to work effectively with clients and in the industry
- How to manage interventions and risk
- Recovery and self-advocacy
- Recovery oriented services and relationships
- Working within the AOD sector
- Building collaborative partnerships

**Learning materials**

Your learning materials are accessed through OpenSpace.

These include:

- Learner Guide
- Learning activities
- News forums
- Access to relevant articles and information sources
- Access to legislation relevant to the AOD and Mental Health sectors

**RTO partnership information**

This course is offered by Open Colleges on behalf of Integrated Care & Management Training (provider Number 90197)

**Course Trainers**

**Dajana Karac**

Dajana holds a Bachelor of Social Sciences (Youth Work) and has worked with disengaged and at risk young people for the past five years. Dajana also holds a Certificate IV in TAE and is currently employed as a Youth Education Trainer and Assessor at an alternative school delivering the VCAL certificate. She has a passion for working with disengaged and at risk young people as she would love to make a difference. Dajana is also very passionate about youth work and would like to offer her skills and experience to encourage others and show how rewarding it is to be a youth worker.
Fiona Price

Fiona has worked in the community sector for over a decade, and has also worked directly with people with complex mental health issues for nearly nine years. She has a Bachelor of Psychology, as well as a Certificate IV in Workplace Training and Assessment and a Certificate in Intermediate Mandarin.

Fiona is passionate about the recovery model, motivational interviewing and the strengths-based approach in mental health work, and has witnessed many consumers lives change for the better when using these approaches.

Jeramy Nusco

Jeramy is a Behaviour Support Practitioner and Coordinator for a N.S.W and A.C.T based disability service. Jeramy specialises in supporting people with autism, intellectual disabilities and acquired brain injuries by coordinating a team of practitioners, developing behaviour support plans and responding to incidents. Jeramy also runs internal training for all direct-support staff as well as workshops for families, carers and other professionals across N.S.W and A.C.T in ‘Person-Centred Behaviour Support’.

Jeramy chairs a restricted practices panel in Sydney, and sits as an ‘independent member’ on three other restricted practices panels including Ageing Disability and Home Care (ADHC). He also has experience in out-of-home-care, child protection, homeless youth and community development programs where he has supported complex trauma and significant behaviours of concern.

Kylie Johnston

Kylie has nearly 30 years' worth of experience in the healthcare sector. During this time she has worked in detoxification units and drug and alcohol rehabilitation units for both adults and youth with dual diagnosis. Kylie has also done extensive research with Drugs NSW through methadone programs with South Western Sydney Health Services. She has extensive industry experience both practically and theoretically.

Kylie holds qualifications in training and assessment, nursing, language, literacy, numeracy, student welfare, mental health, alcohol and other drugs, pathology, counselling, community services and case management.
In addition, Kylie is a Justice of the Peace and also volunteers at Lifeline as a Crisis Counsellor in her spare time. As a teacher, Kylie is committed to educating and producing students that are not only competent, but passionate about helping others.

Megan Mills

Megan has worked in disability, mental health and aged care sectors in both front-line service delivery and management roles for 10 years. Megan holds a Bachelor of Health Science (Therapeutic Recreation). She has extensive experience supporting clients of diverse needs, and cultural and religious backgrounds through recovery-oriented practice, therapeutic interventions, and client-directed care. The only thing that beats Megan's passion for mental health is her passion for supporting other's development of skills and knowledge.

Melissa McKay

Melissa has over seven years' experience within the community services sector as a Case Manager, as well as a Mental Health Nurse in acute care settings. She is currently completing a Bachelors of Applied Social Science to accompany her other vocational qualifications within the field of community services, mental health and AOD. Melissa has over five years of experience within the VET sector, developing and providing training to future community service workers. She is passionate about mental health and AOD and has an enormous passion for the training sector.

Academic information

Open Colleges may make changes to the course from time to time to reflect changes introduced to the relevant Training Package or other regulatory requirements.

Module 1

CHCCOM002
Use communication to build relationships

- Communicate with clients and co-workers
- Address communication needs
• Facilitate meetings

CHCLEG001
Work legally and ethically

• Identify and respond to legal requirements
• Identify and meet ethical responsibilities
• Contribute to workplace improvements

Module 2

CHCMHS007
Work effectively in trauma informed care

• Work from a trauma informed care perspective
• Utilise self-care strategies
• Contribute to the continuous improvement of trauma informed care in services

CHCCCS004
Assess co-existing needs

• Prepare for assessment
• Analyse the person’s needs using a collaborative approach
• Determine appropriate services
• Complete reporting
• Evaluate assessment and referral processes

CHCMHS005
Provide services to people with co-existing mental health and alcohol and other drugs issues

• Assess capacity to provide support to a person with co-existing mental health and AOD issues
• Work collaboratively to provide support services to address co-existing issues
• Facilitate links to further care
• Collaborate with the person to minimise risk
• Review and report on support provided

Module 3

CHCDIV001
Work with diverse people

• Reflect on own perspectives
• Appreciate diversity and inclusiveness, and their benefits
• Communicate with people from diverse backgrounds and situations
• Promote understanding across diverse groups
CHCDIV002
Promote Aboriginal and/or Torres Strait Islander cultural safety

- Identify cultural safety issues in the workplace
- Model cultural safety in own work
- Develop strategies for improved cultural safety
- Evaluate cultural safety strategies

Module 4

CHCAOD001
Work in an alcohol and other drugs context

- Establish the context for AOD work
- Apply understanding of context to AOD practice
- Integrate the core values and principles of AOD work into practice
- Apply understanding of the impact of values in AOD practice

CHCCCS003
Increase the safety of individuals at risk of suicide

- Identify and assess the person's current suicide risk
- Collaborate to increase immediate safety
- Facilitate links to further support
- Review and report on support provided

Module 5

CHCMHS004
Work collaboratively with the care network and other services

- Identify and build resilience and capacity in the person's care network and community of choice
- Develop and maintain effective working relationships with other services and programs
- Review and monitor services provided by other organisations and programs

HLTWHS001
Participate in work health and safety

- Follow safe work practices
- Implement safe work practices
- Contribute to safe work practices in the workplace
- Reflect on own safe work practices
Module 6

CHCMHS002
Establish self-directed recovery relationships

- Promote principles of recovery and recovery oriented practice
- Establish the context for a self-directed recovery relationship
- Invite information sharing
- Define and confirm the collaborative relationship

CHCMHS003
Provide recovery oriented mental health services

- Share and collect information to collaboratively inform the plan for recovery
- Facilitate collaborative planning process for recovery
- Collaboratively implement plan for recovery
- Develop and maintain effective working relationships with care support network
- Support person during challenges
- Collaboratively review the effectiveness of the plan and support provided

Module 7

CHCMHS011
Assess and promote social, emotional and physical wellbeing

- Assess the person’s wellbeing
- Promote physical wellbeing
- Promote social wellbeing
- Promote emotional wellbeing
- Promote cultural or spiritual wellbeing
- Review the person’s well being

CHCMHS008
Promote and facilitate self advocacy

- Assist individuals or groups to identify their issues, rights and preferred options
- Enable individuals to gain self-advocacy skills
- Follow up and support individuals after self-advocacy
- Promote self-advocacy

Module 8

HLTAID003
Provide first aid
- Respond to an emergency situation
- Apply appropriate first aid procedures
- Communicate details of the incident
- Evaluate the incident and own performance

**CHCCS014**
Provide brief interventions

- Assess the person's needs
- Use brief intervention strategies
- Monitor brief intervention activities

**CHCAOD006**
Provide interventions for people with alcohol and other drugs issues

- Prepare for intervention
- Confirm intervention requirements with client
- Conduct intervention.
- Monitor and record activities

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**Module 9**

**CHCAOD002**
Work with clients who are intoxicated

- Provide services to intoxicated clients
- Reduce harm or injury to self, client and others
- Assist client with longer term needs

**CHCAOD004**
Assess needs of clients with alcohol and other drugs issues

- Prepare for assessment
- Conduct assessment
- Record assessment and provide feedback
- Identify and respond to need for referral

**CHCAOD009**
Develop and review individual alcohol and other drugs treatment plans

- Consider the type of treatment and services to be provided
- Determine treatment goals and strategies
- Review client progress

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**Module 10**
CHCMHS001
Work with people with mental health issues

- Establish respectful relationships with people with mental health issues
- Determine the needs of people with mental health issues
- Work with people with mental health issues to meet aspirations and needs

CHCPRP001
Develop and maintain networks and collaborative partnerships

- Identify networking and collaboration needs and opportunities
- Develop collaboration strategies
- Work collaboratively
- Represent the organisation
- Maintain and enhance networks and collaborative partnerships

Assessment details

- Case Studies
- Multiple Choice Questions
- Portfolio of Evidence
- Short-Answer Questions
- Written Assessments
- Written Reports

Work Placement

What is a work placement?

A work placement is the part of your course where you learn and are assessed in a place of work related to your course which has been approved by Open Colleges.

At your work placement, you’ll get practical, hands-on training under the guidance of a supervisor.

What are the benefits?

- By undertaking a work placement you’ll get a chance to put the knowledge you’ve learned on your course into practice.
- You’ll also develop practical, on-the-job skills and could make contacts that could help you find a job once you graduate.
- Work placement is often the most rewarding part of a student’s course. Working face-to-face with clients and colleagues in your chosen field makes a huge difference to your career confidence.

How do I find a work placement?

You’ll need to find a work placement yourself and ensure it’s approved by Open Colleges. When looking for a suitable work placement host organisation, have a think about the following:

- Are you already working or volunteering in the industry your course is related to? You could potentially do your work placement at your current place of work or have contacts that could recommend a suitable work place. Ask around!
If you're entering a new industry, do some research and start thinking about organisations you could approach. We have plenty of resources available to help with approaching and finding a suitable work placement organisation.

What support will I get?

It's your responsibility to find a suitable work place to carry out your work placement, however, there is a Work Placement Team available to give you a hand if you find that you are struggling.

**Work placement hours**

This course contains a minimum of 160 hours of work placement.

**Host organisation**

You will need to undertake your work placement in an organisation involved in the delivery of alcohol and other drug and mental health related services to clients. The workplace will need to be able to provide you with access to specialist equipment and resources.

The specific requirements of the workplace are outlined in the course overview. Your workplace assessor will ascertain whether the workplace is appropriate.

**Supervisor requirements**

Your supervisor must have at least 3 years of experience in the community services industry and/or hold a minimum qualification of Certificate IV in Alcohol and Other Drugs or Certificate IV in Mental Health or equivalent.

**Additional**

There are a number of statutory checks required by workplaces, such as a National Police Check, Working with Children Check (or state equivalent), Occupational Assessment Screening and Vaccination against Infectious Disease and sign a Code of Conduct and Confidentiality Agreement. These may vary by state.

In addition, individual workplaces may impose additional requirements on students undertaking work placement. You will be responsible for the costs of any such checks or requirements. The Course Overview has information on the individual statutory requirements for each state and territory.

Open Colleges provides insurance cover for the mandatory work placement you undertake as part of your course. This insurance coverage includes Public and Products Liability Insurance as well as Student Personal Accident Insurance.

Open Colleges recommends that you consider the work placement options in your local area prior to enrolling in this course. You are required to source your own work placement.

More information can be found in the Workplace Assessment Guide. (https://drive.google.com/a/oc.edu.au/file/d/0By8Gcclg5G5ZMkZOcmg0R3BtN2M/view?pref=2&pli=1)

**Recognition of Prior Learning**

We understand that you may already have many skills and areas of expertise that you have obtained in different ways and these are recognised through our Recognition of Prior Learning (RPL) process.

Open Colleges has developed an RPL application kit for this course.

The Student Handbook, available in the Key Student Information section of our website, provides more information about our RPL process. Alternatively, you can contact a Course and Careers Advisor to discuss your RPL options.
Course duration

The duration for the course is maximum 24 months. As a self-paced online course, the time it will take you to complete is flexible and dependent on ability and time available.

Qualification awarded

Upon successful completion of this course you will receive nationally recognised qualifications CHC43215 Certificate IV in Alcohol and Other Drugs and CHC43315 Certificate IV in Mental Health both awarded by Integrated Care & Management Training Pty Ltd. (Provider Number: 90197).

Requirements

Education

There are no formal education entry requirements for this course.

Minimum age

You will need to be at least 18 years old.

English

This course involves reading learning content and undertaking a range of written assessments and engaging in online forums and discussions. Furthermore, the delivery mode relies on the extensive use of written communication. As such, entry to the course requires the successful completion of English to Year 12 level.

If you haven’t successfully completed English at Year 12 level, you can demonstrate equivalency through one of the following:

- Successful completion of a Nationally Recognised Training qualification at Certificate III level or higher; or
- 3 years relevant industry experience in a role that requires the use of written documentation and communication

Open Colleges recognises that not all people are able to read, write and perform calculations to the same standard. See the Language, Literacy and Numeracy Considerations section for more information on tools, resources and support services provided to by Open Colleges.

Computing

You will need access to a computer and the internet and have basic computing skills. Minimum specifications for your computer are:

All users:

- Microsoft Office 2010 or equivalent
- Broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
• Adobe Reader XI or equivalent
• Adobe Flash Player 10 or higher.
• Access to printer and associated software
• Access to scanner and associated software
• Digital imaging software
• File compression software.

Windows users:

• Microsoft Windows 7 or higher (Windows 8 recommended)
• 1 Ghz or faster processor (2GHz recommended)

Mac OS users:

• Mac OSX v10.5 or higher (Mac OSX v10.6 recommended)
• 1 Ghz or faster processor (2GHz recommended)

Equipment

You will need access to a digital camera and associated software to save and upload image and video files to OpenSpace. You'll also need access to a web camera and a microphone enabled headset to participate in Google Hangouts, online tutorials and video conferences. Many smartphones, tablets and computers have this technology installed.

Skills

To successfully complete this course, you will require basic computing skills. This includes:

• Creating, saving and editing Microsoft Office documents
• Accessing and searching the internet
• Downloading and saving documents from websites
• Uploading documents through websites
• Participating in online discussions
• Compressing image files.

Language, Literacy and Numeracy

Our free online assessment tool can help give you an idea of the language, literacy and numeracy skills needed to study a VET course. This tool can also help you determine your learning level and help you plan your future studies. You can access the Language, Literacy and Numeracy tool here (http://www.opencolleges.edu.au/online-learning-assessment).

Studying online with Open Colleges

Flexibility - study at your own pace

When you study online with Open Colleges you’re in control.
You can choose to complete your course quickly or keep to a steady pace, and with no deadlines or schedules to stick to, fitting your learning around your everyday commitments is easy.

Everything you need to study is online so you can study wherever you like – but that doesn't mean you're on your own.

OpenSpace is our purpose-built online learning platform. It's where you'll go to access to your learning materials, contact your expert trainers and assessors, upload your assessments and find all the support and motivation you need to keep going from the OC community.

Your online community

What is OpenSpace?

Open Colleges offers you a custom-designed online-learning platform called OpenSpace.

Your learning platform is the heart of your study experience. This is where you'll navigate through your course materials, contact your trainers and assessors, and connect with other online students.

What can I do in OpenSpace?

OpenSpace provides you with a secure, interactive learning environment that allows you to access a wealth of learning resources. In OpenSpace you can:

- Access all your course materials, including videos and other digital resources
- Complete the learning activities related to your course
- Get the latest news about Open Colleges and your course
- Access the Student Lounge - a hub for student information and resources, including how-to videos, forms, relevant policies and procedures, communication tools and study tips
- Get to know your fellow students by posting in the course forums, and find a 'Study Buddy'
- Connect with your Trainer and Assessor and Course Coordinator
- Access extensive online libraries for research
- Upload your assessments, view feedback, and access your grades

It's just like a real campus – but it's available anywhere and anytime.

How to get support

Academic support

Your experienced trainers are available in OpenSpace to answer any questions you may have regarding the learning materials or assessments.

Your program manager can also provide you with advice and support regarding the overall course.

Student support

The student support team is your one-stop service centre for all student administrative issues – including enrolment, change of contact details, OpenSpace support, assessment results and certification.

You can access the student support team in OpenSpace or by email or phone.

Learning support

The learning support team is a dedicated team of specialists that provide you with a comprehensive induction to studying with Open Colleges as well as specific support if you encounter learning difficulties during your studies.

Learning support resources, such as writing guides, are available in OpenSpace. You can access the learning support team via your trainer or the student support team.

Peer support
As a student of Open Colleges you will join community of over 65,000 people who are also studying online. Through OpenSpace you can connect and collaborate with others to share study tips and advice.

Our students find this is a great way to keep motivated and build lasting friendships and networks.

Work Placement Support

If your course contains work placement, the work placement support team can provide you with support, advice and resources if you encounter difficulties in securing a workplace for your work placement.

You can access the work placement support team via your trainer and assessor or the student support team.

Payment Options

You have two options for paying your course fees.

**Paying in full**: Pay your course fees upfront before you begin the course.

**Payment plan**: Pay a small deposit and pay off the rest of your fees through a weekly, fortnightly or monthly payment plan.

A Course and Careers Advisor can help you decide which option is best for you.

About Open Colleges

**Our history and heritage**

Open Colleges has been delivering quality education for over 100 years. During this time, we have honed our unique learning model to become Australia’s leader in online learning.

We’ve achieved this by continuously evolving our approach to meet the needs of our learners by offering flexible, accessible, affordable and supportive courses.

So far, we've have helped over 700,000 people gain the skills to launch, change or take the next step in their careers.

All of us at Open Colleges put the student at the centre of everything we do, whether that's helping you find the right course, designing a new course, making improvements to our online campus or giving the support you need to reach your goals.

**Commitment to quality**

In June 2012, Open Colleges established a unique partnership with North Coast TAFE, an Institute of TAFE NSW, to collaborate on the development and delivery of Nationally Recognised Training online.

We have also established strong partnerships with leading industry bodies, such as Early Childhood Australia and The Institute of Certified Bookkeepers.

December 2013 saw Open Colleges Australia (the holding company of Open Colleges Pty Ltd) become part of Apollo Education Group, Inc.
Being part of Apollo gives Open Colleges access to the expertise, experience and educational resources of the University of Phoenix (USA), Institute of Professional Development (USA), BPP University (UK) and other institutions in the Apollo global network.

Our ongoing partnerships and place within the Apollo family ensure we continue to deliver a student experience that's best in class.

**With Open Colleges you can:**

- Study TAFE and other nationally recognised qualifications
- Choose from over 150 online courses
- Fit study around your family or work commitments
- Enrol 365 days of the year
- Find a payment option that works for you
- Get academic and student support – online or over the phone
- Join a community of thousands of like-minded students

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**Get in touch**

**Still got a question?**

Call a Course and Careers Advisor on for more details about this course and the enrolment process.

It's our priority to ensure you enrol in the perfect course so a Course and Careers Advisor will be in touch shortly to discuss your specific goals and what you want to achieve through studying online. They'll clearly explain the course options that would suit you best and why they would work for you and talk you through how online learning with Open Colleges works.

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**Enrol Now**

Enrol Online via EduPay - the Trusted and Secure enrolment gateway preferred by thousands of students

Fortnightly and monthly payment plans are also available when you pay online.

Click Enrol Now (https://www.edupay.com.au/register/E1149) and choose a payment plan or call an Education Advisor on 1300 651 272 for more details. Prices shown are for the online study option only. A surcharge applies for the print study option (if applicable to this course).