Certificate III in Community Services

Acquire the skills and confidence to enter your chosen career path. This flexible qualification will provide you with the opportunity to develop your skills in order to access varied employment opportunities.

WHAT IS CERTIFICATE III IN COMMUNITY SERVICES?

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. At this level, work takes place under the direction of others and supervision may be direct or indirect. Work may take place in a range of community services organisations.

WHAT ARE THE GRADUATE JOB OPPORTUNITIES?

Completing a Certificate III in Community Services can potentially lead to a variety of employment opportunities.

WHAT SKILLS WILL I LEARN?

Day-to-day support of individuals in community settings
Support the implementation of specific community-based programs.
Have direct contact with clients
Identify presenting needs
Refer to appropriate services and support.

UNITS OF COMPETENCY

CORE

CHCCCS016 Respond to client needs
CHCCCM005 Communicate and work in health or community services
CHCDIV001 Work with diverse people
HLTWS002 Follow safe work practices for direct client care
HLTWS006 Manage personal stressors in the work environment

ELECTIVES

CHCADV001 Facilitate the interests and rights of clients
CHCAOD001 Work in an alcohol and other drugs context
CHCCCS015 Provide individualised support
CHCCCS017 Provide loss and grief support
CHCCCS023 Support independence and wellbeing
CHCCDE003 Work within a community development framework
CHCMHS002 Establish self-directed recovery relationships

UNITS OF COMPETENCY

COURSE DETAILS

WHEN:
Courses run four times per year, enquire now for next commencement date.

HOW MUCH:
Government funding may be available for this course, check website for details.
Full Qualification (12 units) $3,600—payment options are available.
Statement of Attainment for Recognition of Prior Learning - $100 per unit.
Statement of Attainment for course work - $300 per unit.

At this level support workers and case workers may provide day-to-day support in community settings and/or provide assistance with entitlements and benefits under the broad direction of others.

Emotional and practical support may be provided face to face or over the telephone to assist the client and enable an accurate referral to be achieved.
ABOUT US
Jobtrain is a ‘Not For Profit’ registered training organisation that was established in 1984.
We pride ourselves in offering a professional, friendly, flexible and individualised service to all our clients.

SHORT COURSES
Microsoft Office Suite 2010
- Word Foundation
- Word Intermediate
- Word Advanced
- Excel Foundation
- Excel Intermediate
- Excel Advanced
- Access
- PowerPoint
- Publisher
- Outlook

TAILORED WORKPLACE DEVELOPMENT PROGRAMS
Jobtrain can assist in the design, development and delivery of development programs tailored to your workplace. Our friendly and professional staff will strive to meet your requirements. We can deliver training at our premises or yours at your discretion.
Consider the following example program:
- Time management and prioritisation
- Stress management
- Bullying, discrimination and harassment
- Conflict resolution
- Communication skills
- Assertiveness
- Customer service
- Leadership and mentoring
- Recruitment and interview skills

QUALIFICATIONS
- Certificate II in Business
- Certificate III in Business
- Certificate III in Business Administration
- Certificate III in Community Services
- Certificate III in Individual Support
- Certificate IV in Business
- Certificate IV in Business Administration
- Certificate IV in Training and Assessment
- Certificate IV in Mental Health
- Certificate IV in Mental Health Peer Work

ROOM HIRE
Jobtrain has a range of air conditioned training rooms for hire which include:
- Laptops / desktops
- Data projector and whiteboard
- Photocopying and printing
- Tea and coffee
- Catering available