

# CHC10108

## Certificate I In Work Preparation (Community Services)

This qualification provides an exposure to work in the community services industry. This is a pathway qualification that may lead to a VET in Schools qualification, career clarification and greater participation of equity groups. It may also serve as a basis for workplace entry training for people with a disability seeking employment in business service or open employment.



### Career Opportunities

This is a course to prepare you for work or further study in community services. Successful completion of the qualification may lead to career opportunities such as:

- Assistant community services workers
- Housekeeping assistant
- Support worker
- Care service employee
- Laundry assistant
- Contact officers
- Customer service staff
- Personal care assistant / Domestic assistant
- Provision of emergency relief
- Gardener/grounds person
- Reception/front desk staff

### Duration

Two (2) days per week for three (3) weeks

9.30am—3.30pm each day

### Pre-requisites

There are no prerequisites for entry to this qualification.

### The Course will cover

- Prepare for work
- Follow Occupational Health and Safety (OH&S) procedures
- Apply basic communication skills
- Identify future career opportunities
- Work in a team
- Recognise hazards
- Follow procedure for hazard control
- Report hazards and other OH&S issues
- Identify workplace communication procedures
- Draft written information

### Program Benefits

- Nationally accredited program
- Flexible delivery methods
- Fun, effective, supportive learning environment

## Units of Competency

The Certificate I in Work Preparation (Community Services) is comprised of three (3) units of competency, two (2) core units and one (1) elective unit

Below is the course outline:

### Core Units

- BSBCMM101A : Apply basic communication skills
- CHCCS211A: Prepare for work in the community sector

### Elective Unit

- HLTOHS200B: Participate in OHS processes

All Interskills programs cover the below topics within the course structure:

- Positive presentation
- Interview skills
- Motivation
- Goal setting

## Recognition of Prior Learning

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside of the formal education and training system, against the requirements of a qualification.

RPL could provide employees with a full or part qualification and avoid replication of training; it can also be used as a tool to identify what further training an individual may need to gain a qualification.

## Interwork Ltd

Interwork is a flexible and innovative specialist employment and training service for people with disabilities and others who experience disadvantages in accessing the open employment market.

info@interwork.com.au

## Assessment

The certificate I in Work Preparation (Community Services) uses a range of practical and workplace (or simulated workplace) assessment activities. As per Australian Quality Training Framework (AQTF) requirements for competency based training, the assessment criteria for this course will be based on both informal and formal processes.

The assessment methods used during the course will include:

- Practical group exercises
- Group discussions
- Work based assignments / projects

Please note that some assessment activities are completed outside of the workshop sessions.

## Course Dates

Visit [www.interwork.com.au](http://www.interwork.com.au) for the latest course schedule or call us on (08) 8416 6500.

## Course Cost

\$600 per person

## Venue

Interskills  
Ground Floor, 32-56 Sir Donald Bradman Drive  
Mile End

## Booking Details

Phone: (08) 8416 6500  
Fax: (08) 8416 6530  
Email: [interskills@interwork.com.au](mailto:interskills@interwork.com.au)