



OCTEC
Incorporated

Qualification:

CHC41602 Certificate IV in Community Services (Lifestyle and Leisure)

Attendance:

Participants will be required to undertake 450 nominal hours study including classroom sessions, self-directed study and workplace assessments. Workplace assessments will be arranged by the RTO for those students who are unemployed or employed in another industry.

Course Overview:

Workers in these occupational groups work in residential facilities and/or in community agencies and day centres. Work may be under professional supervision within defined organisational guidelines or as sole practitioners. These workers (assist in) design, implement and evaluate health and leisure for clients in one or more sector areas. These workers may be responsible for other workers.

Workers at this level are required to have an understanding of Indigenous culture and history and to work with local communities in the provision of services.

Occupational Names may include:

- Leisure Officer
- Recreational Activities Officer
- Diversional Therapy Assistant
- Community Leisure Officer
- Diversional Therapist (depending on jurisdiction)
- Disability Officer – Day Support
- Activities Officer
- Support Worker – Elders Club
- Recreation Activities Officer
- Support Worker

Entrance Requirement:

Good written and oral communication skills. Must have year 10 qualifications or equivalent, PLUS Certificate III in Aged Care Work or equivalent qualification/work experience. Persons working in the aged care industry are subject to a criminal record check

Articulation and Job Pathways:

When you finish this course, you may be eligible for advanced standing in Enrolled Nursing. This course aligns to the Community Services Training Package and has recognition across a range of community service sectors, including aged care, health and community services.

See attached a list of potential Community Services Job Pathways produced by the Industry Skills Council of Australia.

Units of Competency - Compulsory:

CHCRH1B	Orientation to work in the leisure and health industry
CHCRH2A	Leisure and health programming
CHCRH3B	Develop leisure and recreation programs for clients with special needs
CHCRH4B	Co-ordinate, implement and monitor leisure and health programs
CHCCS401A	Facilitate co-operative behaviour
CHCCS405A	Work effectively with culturally diverse clients and co-workers
CHCCOM3C	Utilise specialist communication skills to build strong relationships
CHCCS301A	Work within a legal and ethical framework
CHCOHS302A	Participate in safety procedures for direct care work

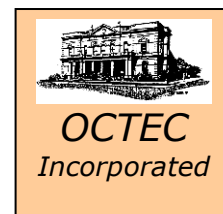
Units of Competency – Electives:

CHCADMIN3B	Undertake administrative work
CHCGROUP3C	Plan and conduct group activities
CHCNET4A	Work with other services
CHCORG25B	Recruit and co-ordinate volunteers
CHCORG5B	Maintain an effective work environment
CHCAC6C	Support the older person to meet their emotional and psychosocial needs
CHCAC15A	Provide care support which is responsive to the specific nature of dementia

16 units must be selected for this qualification including 9 core units and 7 elective units.

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Information Sheet

Community Services Aged Care Work



Course Fees and Refund Policy:

The standard course fee varies for full fee paying students. However, you may be exempt from this fee if the course is Government-funded. Alternatively, you may be able to use Government funding available to you personally if you are an unemployed job seeker or are returning to work, e.g. Job Seeker Account, Training Credits or Transition to Work funding.

If you need to pay the course fee, OCTEC will invoice you on commencement of the program or during the term of the program. Where you are unable to complete the program, you will be refunded on a prorata basis, ie. the refund will be based on the amount of training you have actually completed. Alternatively, with your agreement, OCTEC will create a training credit for the remainder of the course or to the value of the prorata refund, for use by you in a future OCTEC course. The refund or training credit will depend on you providing a valid reason for the withdrawal from the program.

Legislative Framework

People who work in the Community Services sector must comply with a range of legislation and regulations, including the Occupational Health and Safety Act 2000, the Privacy Act 1988, the Aged Care Act 1997, the Disability Services Act 1993, the Poisons Act 1964 and the Therapeutic Goods Act 1989. These have been passed to protect the rights of the aged and disabled who may be in care or who require services in their home. They also serve to guide workers behaviour to ensure a safe and equitable work environment.

People who work in the Community Services Sector are subject to a Criminal Record Check and can expect this will be undertaken prior to employment.

Method of delivery

This course will take 450 nominal hours to complete in a combination of classroom work and self-directed study.

All students will receive an assessment workbook covering the units of competency and other resources (e.g. handouts) to assist with workplace delivery. The course includes both theory and practical components.

Participants will be required to work in groups and to undertake individual activities.

Process for Assessing Learning Needs

It is the policy of OCTEC to ensure an assessment of learning needs is undertaken prior to the start of training. This will include possible self identification of special learning needs, the completion of an enrolment form to ascertain literacy and numeracy skills with an OCTEC staff member present, discussion with the relevant supervisor and if required, the giving of a short literacy and numeracy test.

For further information please telephone Margaret Henry during office hours on (02) 63627973 or go to the OCTEC Website at www.octec.org.au