



RTO ID 152095 NTIS 90013
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Professional Development Skill Sets for Community Service Workers



Based on direct feedback from Community Service Providers about professional development requirements the following set of short specialized qualifications are being offered in the first semester of 2012. You can enroll in one or more courses to complement or update your experience and qualifications. All the skill sets offered are at Certificate IV or Diploma level.



Short Professional Development Courses



Skill Set	Skill Set Course Information
Dementia Care	<p>For Aged Care Workers and nurses who want to improve their understanding, knowledge and skills in an area of community service that will expand rapidly in the coming years. This course covers 2 units from Certificate IV in Aged Care CHC40108: Facilitate support responsive to the specific nature of dementia (CHCAC416A) and Support relationships with carers and families (CHCICS410A).</p> <p>Course details: 6 weeks, Wednesday's 2nd May to 6th June, 9am to 4pm. Course location: Mullumbimby. Course fee: \$400 Tutor: Sandra Kimball is a counselor with extensive experience in managing dementia and teaching nursing in Australia and America.</p>
Alcohol and Other Drugs	<p>To improve your management of clients with alcohol or other drug addictions. This course covers three units from Certificate IV in Community Service Work CHC40708: Work effectively in the alcohol and other drugs sector (CHCAOD402B); Work with clients who are intoxicated (CHCAOD406D); and Assess needs of clients with alcohol and/or other drugs (CHCAOD408A).</p> <p>Course details: 6 weeks, Tuesdays, 20th March until 8th May. 9am to 4pm. Course location: Byron Bay. No classes during the school holidays. Course fee: \$400 Tutor: Lorraine Jones teaches the Diploma of Community Services and has many years experience working in a wide range of community services in NSW & Victoria.</p>
Mental Health	<p>To improve your management of clients with mental health problems. This course covers three units from Certificate IV in Community Service Work CHC40708: Work effectively in mental health settings (CHCMH401A); Assess and respond to individuals at risk of suicide (CHCCS521A); Assess and provide services for clients with complex needs (CHCCS416A).</p> <p>Course details: 6 weeks, Tuesdays 15th May until 19th June, 9am to 4pm. Course location: Mullumbimby. Course fee: \$400 Tutor: Lorraine Jones teaches the Diploma of Community Services and has many years experience working in a wide range of community services.</p>

<p>Child Protection</p>	<p>To bring you up to date with the latest child protection legislation. This course covers two units from Certificate IV in Community Service Work CHC40708: Develop a child protection policy framework (CHCPROT434A); Identify and respond to children and young people at risk (CHCHILD401A). Course details: 5 weeks Tuesday's 6th March to 3rd April. 9am to 4pm. Course location: Byron Bay. Course fees: \$400 Tutor: Lorraine Jones teaches the Diploma of Community Services and has many years experience working in a wide range of community services.</p>
<p>Working with Young People</p>	<p>To improve the management of youth in crises. This course covers three units from Certificate IV in Community Service Work CHC40708: Work effectively with young people and their families (CYCYTH511B); Support the rights and safety of children and young people (CHCCHILD404A); Work effectively with people experiencing or at risk of homelessness (CHCCH427A). Course details: 6 weeks, Tuesday's 24th April to 29th May. 9am to 4pm. Course location: Byron Bay. Course fee: \$400. Tutor: Lorraine Jones teaches the Diploma of Community Services and has many years experience working in a wide range of community services.</p>
<p>Community Development</p>	<p>To support implementation of community development programs. This course covers three units from Certificate IV in Community Service Work CHC40708: Work within a community development framework (CHCCD412B); Work within specific communities (CHCCD413D); Conduct a community meeting (BSBATSIC510B). Course details: 5 weeks, Thursday's 17th May to 14th June. 9am to 5pm. Byron Bay. Course fee: \$400. Tutor: Lorraine Jones teaches the Diploma of Community Services and has many years experience working in a wide range of community services.</p>
<p>Case Management</p>	<p>Learn about and incorporate best practice case management principles into your everyday work. This course will cover three units from the Diploma of Community Service Coordination CHC52208: Facilitate and monitor all aspects of case management (CHCCM503C); Promote high quality case management (CHCCM504C); and Reflect on and improve own practice (CHCORG428A). Course details: 6 weeks. Monday's 7th May to 18th June. No class on 11th June Queens Birthday Holiday. Course fee: \$400. Course location: Byron Bay. Tutor: Jen Bond is a teacher of the Diploma in Community Services and a community services consultant with many years experience managing a large Community Service Organisation and supervising case managers.</p>
<p>Leadership and Innovation</p>	<p>To develop your leadership skills and prepare for management responsibility. This course covers two units from the Diploma in Community Service Coordination CHC52208: Provide leadership in community services delivery (CHCORG624D); Facilitate workplace change and innovation (CHCORG501B). Course details: 6 weeks. Friday's 11th May to 15th June. 9am to 4pm. Course location: Byron Bay. Course fee: \$400. Tutor: Lorraine Jones teaches the Diploma of Community Services and has many years experience working in a wide range of community services.</p>

Information about studying with Byron Community College

Guarantee of Course Completion	Byron Region Community College will only commence a course when the minimum number of students required for the course to be financially viable for the College has been met. Once the course has started the College guarantees to complete the course within the period advertised. Should the course need to be cancelled due to poor enrolments, the College will reimburse all students the fees already paid to the college. If the course teacher is unable to complete teaching the course, as per their contract with the College, the College will arrange for an alternative teacher or make reasonable arrangements to assist all enrolled students complete their studies.
Refund Policy	The College will refund all course fees paid if the course fails to achieve the minimum number of enrolments required and does not go ahead. If you decide to withdraw from the course your course fees will be fully refunded as long as you withdraw one week prior to the course commencement date. If you withdraw after one week prior to commencement of the course or once the course has started you will need to apply to the Operations Manager for a refund as the college has a NO REFUNDS POLICY ONCE A COURSE HAS STARTED OR UNDER ONE WEEK PRIOR TO COMMENCEMENT DATE OF A CERTIFICATE COURSE.
Issuing Certificates	If you complete the course successfully you will receive your Certificate, by post, to the address you provided at enrolment. Certificates will be posted within one month of the course finishing. If you misplace your certificate and need a replacement certificate you will need to pay an administration fee of \$30.
Student Support Services	The Byron Region Community College has Student Support Officer who can assist you with literacy or other issues affecting your study.
Recognition of Prior Learning	You can apply for recognition of your prior learning and work experience. To do this contact the Student Support Officer or speak to the tutor once you start the course.
Appeals and Complaints Procedures	You have the right to appeal an assessment decision made by a tutor. Full information about how to appeal an assessment decision will be covered in the course Orientation (first class). The Byron Region Community College listens to students' complaints and has a client friendly appeals and complaints procedure detailed in the Student Handbook.
Assessment Requirements	Students need to complete tasks set by the tutor. Assessments are designed to allow the student to exhibit competence in the course material and will be based on classroom activities, home assignments and project work. Information about assessment requirements will be given out in the first class and explained clearly by the teacher. You can appeal an assessment outcome

For further information or to enroll call the College Office on 02 66843374.

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