contact us

Australian College of Community and Health Services Pty Ltd
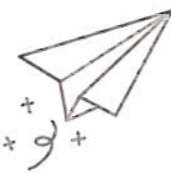trading as Australian College of Community and Health Services

CRICOS Provider No. 03687F | RTO No. 45182
ABN: 18 609 896 755 | ACN: 609 896 755
E: info@acchs.edu.au | W: www.acchs.edu.au

Australian College of Community and Health Services

Course Guide 2023

TABLE OF CONTENTS

Our courses are accredited by the Australian Skills Quality Authority (ASQA), a regulator that ensures Australian courses are nationally recognised and meet an established industry, enterprise, educational, legislative or community need.

WELCOME

A Class Above The Rest

Dear Future Students,

Australian College of Community and Health Services (ACCHS) has been transforming and empowering people for employment by offering first-class vocational education training. Besides excellence in education, we drive and cultivate essential values in our students so that they become more employable upon successful completion our courses.

ACCHS is truly a modern, dynamic training college delivering professional vocational education and training in occupational aged care, community service, early childhood education and care. We also offer managerial courses in business and business of leadership and management. Located in the heart between Parramatta and Harris Park train stations, our College also has many facilities which the students can benefit from.

They include but not limited to a practical lab, library, break-out areas, wireless internet, students' computers, and table-tennis which the students can enjoy during the break! The staff at ACCHS are full of talent, enthusiasm, and innovation in the fields of delivery. The students are trained and assessed professionally, in a regulated and conducive learning environment. A 24/7 direct support with our CEO/ PEO is available to the students whenever they encounter any difficulties while staying, studying, and working in Australia.

From the on-start while studying in ACCHS, it is our goal to get our students employ in the relevant field which they undertake, via our extensive network of our established industry partners, We also have established agreements with many higher educational providers, that allows you to study with ACCHS and in tandem, receive a conditional acceptance to further your studies subsequently, which is made possible prior to entry to Australia.

ACCHS, driven by values and excellence, is truly a unique and special place!

Our Courses

Vocational Education & Training Courses

CHC33015
CERTIFICATE III IN INDIVIDUAL SUPPORT

This qualification reflects the role of workers in the community and/ or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for own outputs. Workers have a range of factual, technical and procedural knowledge, as well as some theoretical knowledge of theconcepts and practices required to provide person-centred support.

Course Structure

This qualification is made up of 13 units of competency

Unit code	Unit name
CHCCCS015	Provide individualised support
CHCCCS023	Support independence and well being
CHCCOM005	Communicate and work in health or community services
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
CHCLEG001	Work legally and ethically
CHCDIV001	Work with diverse people
CHCAGE001	Facilitate the empowerment of older people
CHCAGE005	Provide support to people living with dementia
CHCCCS011	Meet personal support needs
HLTAID001	Provide First Aid
CHCCCS025	Support relationships with carers and families
HLTINF001	Comply with infection prevention and control policies and procedures

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week and undertake a total of 120 hours of work placement.

Pathways to Further Study

Education pathways courses may include:

- Certificate IV in Ageing Support
- Certificate IV in Disability
- Diploma of Nursing
- Diploma of Community Services

Course Duration

52 weeks

Entry Requirements

· Be 18 years or older;
· Must have completed equivalent to Australian year 12
· IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Accommodation support worker
· Field officer
· Assistant in nursing
· Home care assistant
· Care assistant
· In-home respite worker
· Care service employees
· Nursing assistant
· Care worker
· Personal care assistant
· Community care worker
· Personal care giver
· Community house worker
· Personal care worker
· Community support worker
· Residential care worker
· Disability service officer

CHC43015
CERTIFICATE IV IN AGEING SUPPORT

This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery. Workers may be required to demonstrate leadership and have limited responsibility for the organisation and the quantity and quality of outputs of others within limited parameters.

Course Structure

This qualification is made up of 18 units of competency

Unit code	Unit name
CHCADV001	Facilitate the interest and rights of clients
CHCAGE001	Facilitate the empowerment of older people
CHCAGE004	Implement interventions with older people at risk
CHCAGE003	Coordinate service for older people
CHCAGE005	Provide support to people living with dementia
CHCCCS006	Facilitate individual service planning and delivery
CHCCCS011	Meet personal support needs
CHCCCS023	Support Independence and wellbeing
CHCCCS025	Support relationship with carers and families
CHCDIV001	Work with diverse people
CHCLEG003	Manage legal and ethical compliance
CHCPAL001	Deliver care service using a palliative approach
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTAAP001	Recognise healthy body systems
HLTWHS002	Follow safe work practices for direct client care
HLTAID011	Provide first aid
CHCMHS001	Work with people with mental health issues
HLTHPS006	Assist clients with medication

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week and undertake a total of 120 hours of work placement.

Pathways to Further Study

Education pathways exist depending on the college/university,courses include:
- Diploma of Nursing
- Diploma of Community Services
- Bachelor of Nursing

Course Duration

52 weeks

Entry Requirements

· Be 18 years or older;
· Must have completed equivalent to Australian year 12
· IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Accommodation support worker
· Hostel supervisor
· Assistant hostel supervisor
· Personal care worker
· Care supervisor
· Program coordinator - social programs
· Care team leader
· Residential care worker
· Day activity worker
· Support worker

CHC52015
DIPLOMA OF COMMUNITY SERVICES

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

Course Structure

This qualification is made up of 16 units of competency

Unit code	Unit name
CHCCCS007	Develop and implement service programs
CHCCOM003	Develop workplace communication strategies
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCSL001	Establish and confirm the counselling relationship
CHCAGE001	Facilitate the empowerment of older people
CHCCCS004	Assess co-existing needs
CHCCSM004	Coordinate complex case requirements
CHCCSM006	Provide case management supervision
CHCCDE011	Implement community development strategies
CHCDEV001	Confirm client developmental status

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week and undertake a total of 400 hours of work placement.

Pathways to Further Study

The 1 year credit to Bachelor of Social Work with IHM
Education pathways exist depending on the college/university, courses include:
- Diploma of Nursing
- Bachelor of Community Services
- Bachelor of Nursing

Course Duration

104 weeks

Entry Requirements

· Be 18 years or older;
· Must have completed equivalent to Australian year 12
· IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Assessor
· Family support worker
· Case coordinator
· Group facilitator / coordinator
· Case worker or manager
· Pastoral care counsellor
· Client service assessor
· Pastoral care manager
· Community services worker
· Program coordinator or manager
· Community worker
· Senior youth officer / chaplain
· Coordinator
· Social welfare worker
· Coordinator family services
· Early intervention worker
· Welfare worker

CHC30121
CERTIFICATE III OF EARLY CHILDHOOD EDUCATION AND CARE

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Course Structure

This qualification is made up of 17 units of competency

Unit code	Unit name
CHCECE030	Support inclusion and diversity
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHECEC033	Develop positive and respectful relationships with children
CHECEC034	Use an approved learning framework to guide practice
CHCECE035	Support the holistic learning and development of children
CHCECE036	Provide experiences to support children's play and learning
CHCECE037	Support children to connect with the natural environment
CHCECE038	Observe children to inform practice
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples'culture
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE056	Work effectively in children's education and care
CHCPRT001	Identify and respond to children and young people at risk
HLTAID012	Provide first aid in an education and care setting
HLTWHS001	Participate in workplace health and safety
CHCECE039	Comply with family day care administration requirements
CHCDIV001	Work with diverse people

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week and undertake a total of 160 hours of work placement.

Pathways to Further Study

· Progression to study the Diploma of ECEC and then to the Bachelor of Early Childhood Education
· Statement of Attainment for students not completing the full qualification

Course Duration

52 weeks

Entry Requirements

· Be 18 years or older;
· Must have completed equivalent to Australian year 12
· IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Childhood Educator Assistant
· Outside School Hours Aide and Preschool Assistant

CHC50121
DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

Course Structure

This qualification is made up of 15 units of competency

Unit code	Unit name
BSBTWK502	Manage team effectiveness
CHCECE041	Maintain a safe and healthy environment for children
CHCECE042	Foster holistic early childhood learning, development and wellbeing
CHCECE043	Nurture creativity in children
CHCECE044	Facilitate compliance in a children's education and care service
CHCECE045	Foster positive and respectful interactions and behaviour in children
CHCECE046	Implement strategies for the inclusion of all children
CHCECE047	Analyse information to inform children's learning
CHCECE048	Plan and implement children's education and care curriculum
CHCECE049	Embed environmental responsibility in service operations
CHCECE050	Work in partnership with children's families
CHCPRP003	Reflect on and improve own professional practice
CHCDIV003	Manage and promote diversity
BSBPEF502	Develop and use emotional intelligence
BSBOPS502	Manage business operational plans

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week and undertake a total of 280 hours of work placement.

Pathways to Further Study

· Progression to the Diploma of ECEC and then to the Bachelor of Early Childhood Education
· Statement of Attainment for students not completing the full qualification

Course Duration

104 weeks

Entry Requirements

need to have completed CHC30113 or CHC30121
· Be 18 years or older;
· Must have completed equivalent to Australian year 12
· IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Centre Director/Supervisor
· Children's Services Co-ordinator
· Childcare Worker
· Children's Services Team Leader
· Children's Services Advisor
· Program Leader

BSB50420
DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources

Course Structure

This qualification is made up of 12 units of competency

Unit code	Unit name
BSBLDR523	Lead and manage effective workplace relationships
BSBPEF502	Develop and use emotional intelligence
BSBOPS502	Manage business operational plans
BSBWOR502	Lead and manage team Effectiveness
BSBMGT502	Manage People Performance
BSBMGT516	Facilitate Continuous Improvement
BSBINM501	Manage an information or knowledge management system
BSBPMG522	Undertake project work
BSBADM502	Manage Meetings
BSBWOR501	Manage Personal Work Priorities and Professional Development
BSBLED501	Develop a Workplace Learning Environment
BSBHRM506	Manage Recruitment Selection and Induction Processes

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week.

Pathways to Further Study

Education pathways exist depending on the college/university, courses include:
· Advanced Diploma of Leadership & Management·
· Other Associated Diploma Qualifications

Course Duration

52 weeks

Entry Requirements

· Be 18 years or older;
· Must have completed equivalent to Australian year 12
· IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Frontline Managers
· Team Leader
· Supervisors
· Business Manager
· Senior Manager
· Business Development Manager
· Production Manager
· Corporate Services Manager

BSB50120
DIPLOMA OF BUSINESS

This qualification reflects the role of individuals with considerable adeptness in a range of settings who are seeking to further develop their skills across a wide range of business environments. This qualification is also suited to the needs of individuals with less or no occupational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop, in order to create additional educational and employment opportunities.

Course Structure

This qualification is made up of 12 units of competency

Unit code	Unit name
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBXCM501	Lead communication in the workplace
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS501	Manage business resources
BSBTWK503	Manage meetings
BSBHRM525	Manage recruitment and onboarding
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBTWK501	Lead diversity and inclusion
BSBPEF501	Manage personal and professional development
BSBLDR523	Lead and manage effective workplace relationships

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week

Pathways to Further Study

Upon successful completion of BSB50120 Diploma of Business, you may pursue BSB60120 Advanced Diploma of Business or arange of other Advanced Diploma qualifications in the BSBtraining package.

Course Duration

52 weeks

Entry Requirements

Be 18 years or older;
Must have completed equivalent to Australian year 12
IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

· Executive Officer
· Legal Practice Manager
· Project Consultant
· Business Development Manager
· Administrator
· Project Coordinator
· Corporate Services Manager
· Business Sales Team Leader

BSB60120
ADVANCED DIPLOMA OF BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Course Structure

This qualification is made up of 10 units of competency

Unit code	Unit name
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBLDR602	Provide leadership across the organisation
BSBSTR602	Develop organisational strategies

Delivery Modes

The program uses a variety of methods to provide a rich and engaging learning experience for learners. Students attend classes for 2 days per week

Pathways to Further Study

Upon successful completion of BSB60120 Advanced Diploma of Business, you may pursue a pathway to university.
University pathways are current at the time of publishing but are subject to change.

Course Duration

52 weeks

Entry Requirements

Be 18 years or older;
Must have completed equivalent to Australian year 12
IELTS band 5.5 (with no individual band below 5.0) or equivalent

Job Roles

Job roles and titles may vary across the community services sector including:

Accommodation support worker
Field officer
Assistant in nursing
Home care assistant
Care assistant
In-home respite worker
Care service employees
Nursing assistant
Care worker
Personal care assistant
Community care worker
Personal care giver
Community house worker
Personal care worker
Community support worker
Residential care worker
Disability service officer

ORIENTATION

On the first day of school, there will be a placement test. The school will provide you with all the information you need to study and live in Australia. On the day of enrollment, please bring your contact details for while you are in Australia and from your home country. We encourage you to share your learning goals with us, we will do our best to help you achieve your goals

student life

STUDENT PATHWAYS

The pathway of studying Vocational Education and Training courses provide students with qualifications to enter Tertiary Institutions like Universities and other Colleges of Higher Learning. Credit packages and articulation arrangements will vary from Institutes depending upon the course you wish to study and can be applied for separately

Certificate III in Individual Support › Certificate IV in Ageing Support › Diploma of Community Services › Higher Education

Credit packages and articulation arrangements will vary from Institution to Institutiondepending upon the course you wish to study