



STUDENT WORKPLACEMENT

PARTNER INFORMATION GUIDE

Diploma of Community Services

PARTNER OVERVIEW

Student work placements are a vital step in the training students undertake with 4Life College. The work placement is the opportunity for our students to refine the skills they have learnt within our simulated classroom training. It provides them with real life experience and ensure they are job-ready when they complete their course.

WORK PLACEMENT TIMETABLE

4Life College places students in work placements all year round. As a partner, you advise what blocks you have available to host a placement and how many students you wish to have:

Block A
January-March

Block B
April-June

Block C
July-September

Block D
Oct-Dec



► Diploma of Community Services CHC52015

Total hours: 120 - 1 block over 10 weeks - typically 2 days per week

WORK PLACEMENT PROCEDURE



10-12 Weeks Before

4Life College will confirm with your centre's availability to host a work placement for the upcoming Block.



8-10 Weeks Before

4Life College will send through all student documentation required for verification



During Work Placement

4Life College Assessor will visit your centre to assess the student on placement

FAQs

- Typically students undertake in 9-10 week blocks and 1-2 days week – however more intensive completion can be arranged if more suitable to your workplace.
- The College maintains valid insurance to cover students work placement activities.
- The College will provide you with all required students documents i.e. Working with Children Check and Police Check.

PARTNER BENEFITS

- ✓ **Help with your recruitment needs** – we are happy to contact graduates and promote jobs you are trying to fill.
- ✓ **Discount training** – we are happy to provide discounted training to you and your staff.

Diploma of Community Services CHC52015

Work Placement hours required: 120 hours

Units that require Work Placement:

CHCCOM003	Develop workplace communication strategies
CHCDEV003	Analyse impacts of sociological factors on clients in community work and services
CHCCCS007	Develop and implement service program
CHCDIV003	Manage and promote diversity
HLTWHS004	Manage Work Health and Safety
CHCPRP003	Reflect on and improve own professional practice
CHCMGT005	Facilitate workplace debriefing and support processes

- Develop workplace communication strategies (CHCCOM003)
Develop a communication strategy and present to at least 4 staff members.
- Students are required to complete a Work Health and Safety Risk Assessment (HLTWHS004)
The student is required to choose an area in the service where clients are present and complete a WHS risk assessment.
- Students and supervisors are to select three clients they are working with during their community work placement. They will need to interview each client to assess their individual experience of living and working within the community, and then determine appropriate community services that address these needs. Students are to develop a strategy for monitoring and reviewing the effectiveness of a service (CHCDEV003).
- Students are required to invite one of the clients interviewed in the part of the work placement for CHCDEV003 and develop a plan for consumer participation and engagement in decisions around service provision (CHCCCS007).
- Students are required to obtain feedback from clients and supervisor (CHCPRP003).
Students need to interview two clients and receive feedback.
Students need to receive feedback from supervisor and peers.
- Facilitate workplace debriefing and support processes (CHCMGT005)
Students are required to work with two staff members to provide support, monitor stress and emotional wellbeing from a psychosocial framework.
- Students are required to research and review the services policy on culture and diversity (CHCDIV003).
- Students are required to interview three staff members who have different roles/jobs and develop a strategy or initiative for improving culture and diversity in the workplace.