



AUSTRALIAN
LEARNING
GROUP

WORKPLACEMENT COMMUNITY SERVICES PARTNER GUIDE

Your guide to hosting Diploma of Community Services students undertaking workplacement from Australian Learning Group



Partner Overview

Student work placements are a vital step in the training that students undertake with Australian Learning Group. A work placement is an opportunity for our students to apply the knowledge that they have learned throughout the in-class training and refine the skills that they have begun to develop through simulated classroom training. It provides them with real life in-industry experience with the ultimate goal to improve their employability and ensure that they are job-ready once they graduate their course.



Work placement timetable

Australian Learning Group allows students to enrol in a course all year round. There are 4 terms per year in total. As a partner, we will reach out to you before each term to enquire about the number of work placement positions you have available:



WORK PLACEMENT PROCEDURE



5-12 Weeks Before

ALG Work Placement Team will contact your centre to confirm your availability to host work placement students



2 - 12 Weeks Before

ALG Work Placement Team will send through all student documentation required for placement confirmation



During Work Placement

ALG Assessor will visit your centre to assess the student on placement

► CHC52015 - Diploma of Community Services

Total hours: 200 - 1 block over 10 weeks total - minimum 2 days per week, preferred 3 days per week.

FAQs

- Typically students undertake in 10 week blocks, 2-3 days week – however more intensive completion can be arranged to fit your organisation's operational needs.
- 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.



CHC52015 – Diploma of Community Services

Work Placement hours required: 200 hours across one Block

Units that require Work Placement:

Block A 200 hours	CHCDEV001	Confirm client developmental status
	CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
	HLTWHS004	Manage work health and safety
	CHCMHS011	Assess and promote social, emotional and physical wellbeing
	CHCMHS013	Implement trauma informed care
	CHCLEG003	Manage legal and ethical compliance
	CHCDIV003	Manage and promote diversity
	CHCCCS007	Develop and implement service programs

CHC52015 Diploma of Community Services students need to:

Provide evidence that they have completed the following tasks at least once:

Task 1 - Students are required to work with three clients during their community services work placement. Students need to interview each client to assess their individual experience of living and working within the community (CHCDEV002).

Task 2 - Students need to review with clients about their services and programs and complete workplace project progress report (CHCDEV002).

Task 3 - Students need to develop an Equal Employment policy and answer a set of written questions. (CHCLEG003)

Task 4 - Students are required to conduct a Work Health and Safety inspection and complete a Work Health and Safety Risk Assessment. (HLTWHS004)

Task 5 - Students are required to research and review the services policy on culture and diversity. 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. (CHCDIV003)

Task 6 - Students are required to work with at least one client to identify and facilitate social, emotional and physical wellbeing using a trauma informed approach. (CHCMHS011 & CHCMHS013)

Task 7 - Students are required to conduct a client and staff feedback session to evaluate the service programs and complete an evaluation report. (CHCCCS007)