



STUDENT WORKPLACEMENT

PARTNER INFORMATION GUIDE

CHC52015 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



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Total hours: 400 - 2 blocks of 200 hours each (typically 2 days per week for 10 weeks per block)

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.

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Work Placement hours required: 400 hours

Units that require Work Placement:

Unit Code	Unit Name
CHCCOM003	Develop workplace communication strategies
CHCDEV001	Confirm client developmental status
CHCCSM005	Develop, facilitate and review all aspects of case management
CHCCS004	Assess co-existing needs
CHCDIV003	Manage and promote diversity
CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage in work health and safety
CHCCS007	Develop and implement service programs
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCCDE011	Implement community development strategies
CHCMGT005	Facilitate workplace debriefing and support processes
CHCADV005	Provide systems advocacy services
CHCLEG003	Manage legal and ethical compliance

Students need to:

- interact with clients and co-workers from a range of diverse backgrounds
- develop workplace communication strategies
- develop a communication strategy and present to groups of at least 3 people.
- observe and question at least one client and their family, document information and provide appropriate services relevant to the developmental status of the client
- develop, facilitate and review all aspects of case management for 3 clients
- assess and appropriately respond to the requirements of at least 3 people presenting with co-existing needs
- research diversity in at least 1 workplace in terms of current performance and meeting of diversity objectives
- undertaken a structured process to reflect on and improve own practice and created 1 personal development plan
- complete a Work Health and Safety Risk Assessment
- develop, implement and evaluate at least 1 community sector service program
- advise, refer or provide at least three clients with access to services based on socio-cultural information gathered
- conduct research and analysis of at least 1 community priority and identify the structures and systems contributing to the concern
- engage collaboratively with at least 1 community group to develop strategies to address their priorities
- support at least 3 activities to facilitate community participation
- provide ongoing support to least 2 different workers to address and monitor stress and emotional wellbeing
- facilitate workplace debriefing and support processes
- develop policies and procedures for at least 1 workplace or business
- develop a strategic response to at least 3 different situations where legal or ethical requirements have been breached