

employment
training

business services youth
disability



Diploma of Employment Services

National Course Code CHC51608

Qualification Overview

Diploma of Employment Services caters for workers who have a senior case management role in delivering employment services to clients and employers and who may also supervise other workers.

Entry Requirements

Candidates must have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification.

Course Content

Diploma of Employment Services requires eight core units and eight elective units of competency to be successfully completed.

Core Units

- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS513A Maintain an effective community sector work environment
- CHCES311A Work effectively in employment services
- CHCES415A Monitor and improve contracted employment services
- CHCES502B Research and report on labour market information
- CHCES511A Manage contracted employment services
- CHCNET501A Work effectively with other services and networks
- HLTOHS400A Maintain Occupational Health and Safety (OHS) processes

Elective Units*

- CHCCOM504A Develop, implement and promote effective workplace communication
- CHCORG611A Lead and develop others in a community sector workplace
- CHCCS416A Assess and provide services for clients with complex needs
- CHCCW503A Work intensively with clients
- CHCCM404A Undertake case management for clients with complex needs
- CHCCM503C Develop, facilitate and monitor all aspects of case management
- HLTHIR403B Work effectively with culturally diverse clients and co-workers
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

**Other units may be available to address specific workplace requirements upon negotiation.*

Mode and Length of Study

Diploma of Employment Services is offered on a flexible basis, including online or distance learning.

Recognition of Prior Learning (RPL)

Speak with our staff to determine if you are able to gain subject credits or exemptions. BEST Community Development will recognise Australian Qualifications Framework (AQF) qualifications and statements of attainment from other organisations.

Enquiries

For information regarding enrolment, fees or further course selection please contact our Training Department on 03 5329 1500 or email training@bestcd.org.au



www.bestcd.org.au

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