

VET CHC22015 Certificate II in Community Services

LEARNING@FAITH

Staff Hub

Staff Help

MY SUBJECTS

Certificate III in Entrepreneurship and New Business (2023) (RTORENTI)

Certificate II in Community Services [2023 intake] (RTORCOMI)

FAVOURITE GROUPS

Adobe Connect Pilot

Improvements: Suggestion Box

Parent Advisory Group

Staff help-External Audits

VET Information

VET Information & Policies

MY LINKS

Cert II in Applied Digital technologies

Course Overview Homepage Banner



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Course Description

This Course teaches foundation Community Service skills by practical volunteering in a community organisation for a minimum of 20 hours. Students will learn how to work in teams and as an individual, how to manage their priorities and workload, WHS, how to manage their own stress and directly assist the clients of the Community Organisation.

Community Organisations in regard to volunteer placement may include Community Organisations, Churches, Not for Profits or Schools. If you are unable to organise a placement, please contact Mary-Jane at Faith RTO on 0435 560 940 to discuss.

Students receive a nationally recognised qualification on completion. In addition, students receive up to 4 points towards the QCE when this qualification has been awarded.

Places to Volunteer

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Contact Details

RTO Manager - Mark Dunnett 0478 196 193

Admin Assistant - Mary-Jane Dunnett 0435 560 940

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Key Activities

This is a suggested timetable. The course may be completed as fast as you can complete all tasks marked as 100%. Minimum of 20 hours volunteering and collecting all task evidence. You may need longer than 20 hours to complete all tasks. You must complete Task 2 Complete the Work Agreement Form prior to commencing your volunteer activity.

	Preparation stage
Term 1	Commencing 1 Feb 2023. Prepare for Volunteer Placement. Select volunteer organisation. Complete BlueCard if required. Complete Workplace Agreement form
Term 2	Watch videos answer preparation questions. These are done prior to your volunteer placement
	Community Service placement stage
	Complete WHS Induction
Term 3	Complete minimum of 20 hrs Volunteer placement
	Complete 9 tasks during placement
	Complete placement Final Interview
Term 4	Review Lessons Learnt Stage
	Complete and submit reflection tasks on lessons learnt

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Course Structure

Preparation Prior to Volunteer Placement

- Complete Workplace Agreement Form
- Apply for Volunteer Bluecard if required
- Watch Preparation Videos and answer questions
- Complete the Greet 3 people Roleplay

During this phase, students will select a placement in a local community group, church or school and will sign a Community Workplace Agreement form. Once the agreement has been signed by all parties the students may commence their community workplace placement. Students may do more than 20 hours with the organisation on agreement with the organisation.

Students must complete a free Volunteer Blue Card application if required by the volunteer organisation or supply a copy of an existing Blue card to Faith RTO by uploading a photo to Learning@Faith, or upload an email from the Supervisor stating a Bluecard is not required.

[Click here for a Volunteer Blue Card application](#) then click on the application button on the website.

Complete the [Workplace Agreement form](#) and supply the name and email contact of the main person responsible at the Community Organisation. Send the Centre Manager email address to: mary-jane.dunnett@faith.qld.edu.au

Complete some lessons and questions in Learning@Faith to prepare for the placement.

During Volunteer Placement

Pre commencement Interview with Centre Manager
– Get Job Role and WHS Training

20 Hours placement – sign off hours and tasks

Collect evidence for 9 tasks and upload to Moodle
Get 9 tasks, 100 pass in Moodle prior to Final
Performance Interview

End of Placement Debrief with Centre Manager–
Sign off the Third Party Supervisor Report. Upload to
Moodle

During this phase the student will attend the Community service placement and follow the direction of the responsible person at that organisation. In addition the student will complete a [checklist of tasks](#) to ensure that sufficient evidence for the qualification is collected.

During the placement, the student will ensure that:

An initial safety induction is conducted

They are involved in an initial induction meeting outlining the organisation's expectation of the student. Complete the initial meeting checklist.

Receive a written Job Role statement for the volunteer position.

Carry out all tasks as directed by the staff of the organisation. Get the Daily attendance sheet signed..

Complete the Placement Tasks Checklist.

Upload the Task evidence to [Learning@faith](#) for marking and Feedback

Take part in an end of placement meeting. Complete the End of placement Final Performance review.

After Placement

Complete Reflection Questions

The student will complete and submit a number of reflection tasks in Learning@faith in regards to lessons learnt during the placement stage. This may be submitted immediately after the placement stage is completed.

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Some Suggested Volunteer Activities

Potential Volunteer Opportunity	Factors to Consider
Community Op shops, St Vinnies etc	Being able to work with money
SES	Need weekends available and training nights
RFS	Help the community
Church Cafe	Working with others and can handle multiple orders
Meals on Wheels	Food handling
Church Ministry i.e. Children, Youth, IT, etc.	Bluecard, working under Supervisor, good communication
Teach or Tutor people in music (e.g. guitar lessons)	Be able to play and explain how to play
Old Peoples Home	Given the current environment, this is not possible but it will return
PCYS	Special needs student can have a support worker accompany them if they have one

School Admin

School Admin	Upkeeping privacy
Animal Shelters	
Leading Kids Church/Youth Groups	Blue card, first aid, child safety training
Help with set up of Faith Events (e.g. workshops, cross country, library days)	Availability of hours before end of October
Army cadets	
Sports Clubs	Insurance, qualifications for coaching etc.
Riding for the Disabled	Being able to handle horses, can work with horses
The Rescue Collective	
Bike shops/mechanics	Safety
Coaching or umpiring sports	Blue card, first aid
RSPCA	Insurance, availability, 16 yrs or over
Fundraising for groups, eg homeless, foster children	
Homeless shelter/soup kitchen	Usually weekends/nights
Tutoring younger students	Blue card
Mowing, yardwork for people who may need help	Willingness, equipment Workplace Health and Safety
Labelling new Biology equipment :-)	Understanding what it is, Dangerous Substances Register and training
Posting kits	
Auditing library books & barcodes	General computer ability
Salvation Army	
Local IT / computer shop	Some IT experience
Assisting new students- online access	
Music Lessons/Tutoring	
Childcare	
Animal Rescue Shelters	
Reading to the Aged	
Food Co-Op	Unload the delivery truck - some heavy lifting required

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Course Units

- CHCCOM001 Provide first point of contact
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- HLTWHS001 Participate in workplace health and safety
- BSBWOR202 Organise and complete daily work activities

CHCVOL001 Be an effective volunteer
BSBWOR201 Manage personal stress in the workplace
BSBOPS201 Work effectively in business environments
BSBCMM211 Apply communication skills

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Course Fees

Enrolled Faith Students \$200

External Students \$1000

Commercial Cost \$2000 - \$3000

It is not just about the cost. This course is specifically designed for school students, to fit in school times with appropriate tasks and examples, taught from a Christian world-view.

* Please note if you withdraw from Faith and wish to continue with the Cert II in Community Services you will need to pay the external fee minus fees already paid for this course.

* If you do not complete your course in a 12 month period you may be charged a new enrolment fee.

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