



Southbank
Institute of Technology
Education for aspiring minds

Children's and Community Services

Program Guide 2012



Queensland Government



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Program Key

- Q** **QTAC**
Apply directly to Queensland Tertiary Admissions Centre (QTAC).
Note: QTAC codes in this guide are current for 2011.
- DE** **Direct Entry**
Apply directly to Southbank Institute of Technology.
- WB** **Workplace Based / External**
This course is delivered in your place of work.
- OL** **Online**
The course is offered online.
- FD** **Flexible Delivery**
A course delivered through a range of methods.
- FT** **Full-time**
The course is offered on a full-time basis.
- PT** **Part-time**
The course is offered on a part-time basis.
- AT** **Aboriginal and Torres Strait Islander (A&TSI)**
Apply directly to the School of Indigenous Australian People,
Southbank Institute of Technology.
- VFH** **VET FEE-HELP approved**
This course is VET FEE-HELP approved. Please see page 14 for more information.



*Check out southbank.edu.au
for the latest VET FEE-HELP
course information.*

Information and courses contained within this booklet are correct as at June 2011 and are subject to change at any time without notice. For up to date information call 13 72 48 or visit southbank.edu.au

Why you should study with us.

Here's why more than 28,000 students from over 90 countries chose to study with us in 2010.

1 We will help shape your career

- we provide quality education for a range of careers
- our courses give you the practical skills so you are job ready
- we offer 140 formal pathways to university
- 88.2% of graduates go on to further study or get a job after*.

2 We are a leading training provider with highly skilled teachers

- our respected industry focused teachers strive to deliver you the best teaching
- we work with industry to deliver up-to-date training packages endorsed by the Australian Quality Training Framework.

3 We offer a world-class learning environment

- we recently completed a major redevelopment of our Southbank campus to create a world-class facility designed to inspire interactive and student-focused teaching and learning
- our campus offers open and flexible learning spaces so you can work at your own pace and be your best
- study modes available including full-time, part-time, short courses, online, flexible delivery and on-the-job training.

4 We are centrally located

- our Southbank Campus is located in the heart of Brisbane's cultural precinct and right next to the city centre. It is easily accessible to buses, trains and the City Cat
- newly opened student accommodation is available next door to our main campus.

5 We provide an international perspective

- we currently have 3,500 international students studying with us from more than 90 countries
- we can provide international students an excellent pathway into university or further training
- international students can access a first class support network, including a dedicated International Student Support team, an International Student Social Club and English Language Intensive Courses for Overseas Students (ELICOS)
- we can point you in the right direction to help you find accommodation.

6 We will support you

We offer a wide range of services to help you when you need it most, including:

- scholarships and bursaries
- career counselling
- AccessAbility services
- library
- literacy and Learning Centre
- Indigenous Australian student support
- student employment opportunities
- a 24 hour security team.

7 We offer a wide variety of courses of highly sought after disciplines

Choose from a range of courses in the following areas:

- Health Services
- Biotechnology
- Engineering
- Multimedia
- Hospitality and tourism
- Creative industries
- Business services.

Where to from here?

Visit our website southbank.edu.au for information on courses available and study options or contact us on 13 72 48.



Check us out on **facebook**/SBITBrisbane



Follow us on **Twitter** @SBITBrisbane

*Source: National Centre for Vocational Education Research (NCVER), 2009 Summary of Graduate Outcomes.



Why choose Children's and Community Services at Southbank Institute?

With a recently completed multi-million dollar development program, Southbank Institute has some of the most up-to-date teaching facilities in Queensland. The Children's Care and Social Assistance professions employ over 470,000 people within Australia. With continued growth predicted in these areas over the next five years it is likely you will find a job that is perfect for you*.

There are a wide range of career opportunities open to you in children's and community services. You could develop the skills to work as a community course coordinator, residential support worker, child development worker, counsellor, disability support worker, children's services coordinator, mental health worker, child care assistant and community development officer to name a few.

People working in community and children's services all have one common aim – the well-being of others. With our knowledgeable and industry-savvy teachers along with practical experience gained as part of your study we aim to help you achieve your goals. We have a range of courses in children's and community services to choose from, along with further study pathways to suit your needs.

Southbank Institute can help you on the path to a career in your chosen area with a variety of qualifications that will give you the knowledge and practical skills you need to take that first step.

*Sources: www.skillsinfo.gov.au, www.joboutlook.com.au, as at February 2011.



What gives the students of your course the edge when they graduate?

"The team I work with are all teachers who have a wide range of experience in the community services sector. All the teachers are also still connected in the sector in some capacity, which is beneficial to our students. We run projects that are hands-on as part of the assessment process so students get practical experience that they can take into their field."

Allie Forster, Community Services teacher



Children's services

Advanced Diploma of Children's Services

WB FD PT

Course No	Duration	Entry criteria
CHC60208	1 year (part-time)	Successful completion of CHC50908 Diploma of Children's Services (Early Childhood Education and Care). Aged 17 years or older.

Career opportunities Director in centre based care, school age care coordinator, family day care coordinator.

Description If you are currently working in or are looking to work towards a position of leadership within the early childhood education and care sector the Advanced Diploma of Children's Services could be for you. This course is designed to prepare you for a leadership or management role within the provision of children's care services.

This is a comprehensive course with a wide range of units including:

- developing and maintaining the quality of service outcomes
- providing leadership and mentoring colleagues
- managing finances, accounts and records
- reflecting on and improving practice
- ensuring a safe workplace
- supporting parents in their role.

Venue External with online resources and facilitated on-campus sessions.



How do you keep at the top of your field?

"Keeping up-to-date with changes in children's services is a key priority for me and the team I work with. We regularly meet and network with a number of agencies to ensure we have the latest information to share with our students. I love learning about Early Childhood and enjoy networking and joining in at workshops and seminars, as well as continuing formal study."

Deborah Mintern-Lane, Children's Services,
Early Childhood Education Teacher

Diploma of Children's Services (Early childhood education and care)

DE Q WB FD FT

Course No	Duration	Entry criteria
CHC50908 QTAC codes 155352 155356	Southbank: 18 months (inc. Cert III) or 1 year (full-time) if applicant holds Cert III. External: 2 years (part-time) Must be an existing worker.	Year 12 or equivalent. Alternatively, entry is based on merit, vocational experience, previous study, relevant industry experience and personal competencies. Aged 17 years or older.

You can enrol in the above Diploma or one of the pathway courses below. Successful completion guarantees direct entry, with study credits, into the university degree.

Course No	Pathways to university
CHC50908-1 QTAC code 155408	Diploma of Children's Services / Bachelor of Human Services – Child and Family Studies (GU). 3 ½ years in total.
QTAC code 155350	Diploma of Children's Services / Bachelor of Human Services (USQ)
QTAC code 155357	Diploma of Children's Services / Bachelor of Science (Psychology) (USQ)
QTAC code 155353	Diploma of Children's Services / Bachelor of Education (Early childhood) (USQ)

Career opportunities Centre based care group leader, school age care coordinator, family day care coordinator.

Description This course will provide you with the knowledge, skills and understanding to work with children, families and colleagues in early childhood education and care. A wide range of areas are covered as part of this diploma including:

- designing, implementing and evaluating educational programs
- supporting emotional and psychological development of children
- establishing and maintaining a safe and healthy environment for children
- observing and documenting children's development and learning
- planning for children's individual and group learning
- legislation, current trends and theories underpinning practice.

Southbank Institute has links with Griffith University, as detailed above. This means you can benefit from direct entry into university and gain a dual qualification in almost the same time it takes to get a degree. Your studies will combine practical skills and theoretical knowledge that will hold great appeal to potential employers.

Venue Southbank or external (with optional on-campus support).

Further study options Advanced Diploma of Children's Services, Diploma of Children's Services to the Bachelor of Education (Early Childhood) (QUT) or Diploma of Children's Services to the Bachelor of Early Childhood Studies (QUT). Successful completion of the diploma may assist you to gain entry via the usual QTAC process into either of these university courses and may contribute towards credit of up to 96 study credit points which is the equivalent of one year.

Children's services (cont.)

Diploma of Children's Services (Early Childhood Education and Care) (Apprenticeship)

FD WB PT

Course No	Duration	Entry criteria
CHC50908-2	Dependant on your Apprenticeship contract	Employed within the Australian Apprenticeship system for a min. of 15hrs per week. Completed Certificate III in Children's Services. Must be 17 years or older. A sound level of English is required.

Career opportunities Centre based care group leader, school age care coordinator, family day care coordinator.

Description This course will provide you with the skills, knowledge and understanding to work as a fully qualified child care professional. A wide range of areas are covered as part of this diploma including:

- supporting emotional and psychological development of children
- establishing and maintaining a safe and healthy environment for children
- designing, implementing and evaluating care routines for children
- working in partnership with families.

Further study options Advanced Diploma of Children's Services. Credits can be gained toward QUT and GU Bachelor degrees.

Certificate III in Children's Services

DE FT PT

Course No	Duration	Entry criteria
CHC30708-1	6 months (full-time) 12 months (part-time)	Completion of Year 10 or equivalent is desirable but not required.

Career opportunities Child care assistant, playgroup supervisor, family day care worker, child care worker, nanny, preschool assistant, kindergarten assistant.

Description An entry-level qualification for the child care industry. This course will provide you with the essential knowledge to work in a variety of child care roles and environments. A broad range of areas are covered including:

- caring and interacting with children
- supporting development of children
- contributing to workplace health and safety
- applying first aid.

Units covered in the Certificate III are pre-requisites for further studying and development in the Diploma of Children's Services.

Further study options Diploma of Children's Services

Certificate III in Children's Services (Traineeship)

WB FD PT

Course No	Duration	Entry criteria
CHC30708-2	Dependant on your Apprenticeship contract (flexible)	Completion of Year 10 or equivalent is desirable but not required. You must be employed in an appropriate position for a minimum of 15hrs per week.

Career opportunities Child care assistant, playgroup supervisor, family day care worker, child care worker, nanny, preschool assistant, kindergarten assistant.

Description An entry-level qualification for the child care industry. As a trainee you will undertake training in the workplace (employers must undergo a resource assessment) combined with workshops delivered by Southbank Institute staff.

This course will provide you with the essential knowledge to work in a variety of child care roles and environments. A broad range of areas are covered including:

- caring and interacting with children
- supporting development of children
- contributing to workplace health and safety
- applying first aid.

Units covered in the Certificate III are pre-requisites for further study and development in the Diploma of Children's Services.

Further study options Diploma of Children's Services




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Maxleigh



Advanced Diploma of Community Sector Management

DE WB FD

Course No.	Duration	Entry criteria
CHC60308	3-6 months. Must complete within 12 months of enrolment.	Year 12 or equivalent with sound achievement in English. Alternatively, entry is based on merit, vocational experience, previous study, relevant industry experience and personal competencies. Possession of a Senior First Aid Certificate and Hepatitis B immunisations are also mandatory. Must be currently employed in relevant industry.

Career opportunities Community centre manager, community care manager, community development manager, community education manager, community services manager, program area manager, project manager, volunteer program manager.

Description This is a management course with specific community service focus and relevance ideal for managers or aspiring managers of a small/medium community organisation or programs within a large agency. This course is delivered in your workplace with support of a Southbank Institute Workplace Training Officer. You will gain skills and knowledge to strengthen your management and leadership ability.

Core units included in this course relating directly to community service include:

- finances
- change management
- occupational health and safety.
- accounts
- resources

You will also cover a range of other areas within the course all with a focus on community organisations to achieve results in line with your organisation's goals and strategic direction.

Diploma of Community Services Coordination

DE WB FD

Course No	Duration	Entry criteria
CHC52208	3-6 months. Must complete within 12 months of enrolment.	Strong industry experience, relevant to community services coordination. Must be currently employed in relevant industry.

Career opportunities Coordinator, supervisor, team leader or manager of a community services unit or program, volunteers manager.

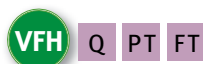
Description This is a qualification delivered in your place of work with the support of a Southbank Institute workplace training officer. The Diploma of Community Services Coordination is for people who are, or aspire to be, team leaders, coordinators, supervisors or managers in the community services sector. It will prepare you to work in a range of settings such as residential facilities, group homes, community agencies and government departments. As part of this course you will cover:

- providing supervision and guidance to community sector workers
- maintaining legal and ethical practices
- resolving problems within organisational guidelines
- using targeted communication skills to build relationships
- coordinating specific programs.

Further study options Advanced Diploma of Community Sector Management

Community services

Diploma of Community Services Work



Course No	Duration	Entry criteria
CHC50608 QTAC codes 155348 155346	2 years (full-time) 4 years (part-time)	Year 12 or equivalent. Alternatively, entry is based on merit, vocational experience, previous study and personal competency.

You can enrol in the above Diploma or one of the pathway courses below. Successful completion guarantees direct entry, with study credits, into the university degree.

Course No	Pathways to university
CHC50608-3 QTAC codes 155438 155436	Diploma of Community Services Work / Bachelor of Human Services (GU). 4 years in total.
CHC50608-4 QTAC codes 155432 155106	Diploma of Community Services Work / Bachelor of Human Services (QUT). 4 years in total.
CHC50608-5 QTAC codes 155418 155116	Diploma of Community Services Work / Bachelor of Social Work (QUT). 5 years in total.
QTAC codes 155107 155108	Diploma of Community Services Work / Bachelor of Human Services (USQ)
QTAC codes 155109 155110	Diploma of Community Services Work / Bachelor of Science (Psychology) (USQ)

Career opportunities Community services worker, case coordinator, case manager, client service assessor, coordinator family services, early intervention coordinator, program manager, community worker.

Description Gain the knowledge to develop significant skills to work in the community services industry as a support worker in general welfare or within specialised areas:

- disability
- mental health
- drugs and alcohol
- community /neighbourhood development.
- youth work
- child protection

A vocational placement is an important part of this course and you will be able to put into practice many of the skills you have learned. Areas covered in this diploma include implementing community development strategies, case management, effective communication, managing limited budgets and identifying individuals at risk. When you successfully complete this course you will be eligible for registration with the Australian Institute of Welfare and Community Workers (AIWCW).

Further study options Advanced Diploma of Community Sector Management, UQ

Diploma of Counselling



Course No	Duration	Entry criteria
CHC51708 QTAC code 155374	2 years (part-time, evenings)	Either Year 12 (or equivalent) or Certificate IV in Community Services and significant relevant industry experience.

You can enrol in the above Diploma or one of the pathway courses below. Successful completion guarantees direct entry, with study credits, into the university degree.

Course No	Pathways to university
CHC51708 QTAC code 155372	Diploma of Counselling / Bachelor of Human Services (USQ)

Career opportunities Case coordinator, case manager, client service assessor, family counselling coordinator, counselling worker, early intervention coordinator, program/service coordinator or support counselling facilitator.

Description The Diploma of Counselling course will prepare you to work at a professional level in such areas as community organisation, specialised counselling services and statutory services providing general counselling to clients. Upon completion you will be able to register with the Australian Counselling Association.

Further study options Advanced Diploma of Community Sector Management

Diploma of Disability



Course No	Duration	Entry criteria
CHC50108	3 - 6 months (part-time)	Completion of Year 12 or equivalent and Certificate IV in Disability with significant industry experience. Must be currently employed in relevant industry.

Career opportunities Case coordinator, case manager, client service assessor, family service coordinator, disability worker, welfare worker, early intervention coordinator, local area coordinator, program manager, program/service coordinator and support facilitator.

Description This is a workplace based course where you are supported by a Southbank Institute Workplace Training Officer. Graduates of this course can work at a professional level in the disability/human services sector, in areas such as community organisations, self-help organisations and statutory services. You will cover key areas including:

- developing, managing and facilitating case management
- coordinating complex case requirements
- developing new networks
- coordinating the work environment.

As a graduate of this course, working within community services, you will be well equipped to be involved in service delivery either through direct client work and/or health promotion and program coordination.

Further study options Advanced Diploma of Community Sector Management

Community services (cont.)

Diploma of Family Intake and Support Work

AT FT

Course No.	Duration	Entry criteria
CHC51707 QTAC codes 155416 155414	1 year (full-time)	For entry into this course, applicants will be of Aboriginal or Torres Strait Islander descent (as defined in Abstudy guidelines) and have completed Year 12 or equivalent. Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies as determined by our short selection test and suitability for employment in the area of welfare and community development.

Career opportunities Assessor, case coordinator, case manager, client service assessor, coordinator, family services coordinator, welfare worker, social welfare worker, early intervention coordinator, local area coordinator, local support coordinator, program manager, program/service coordinator, community worker.

Description During this diploma course you will be prepared to assist Indigenous individuals, families and groups with social, emotional and financial difficulties. The course will provide you with the most advanced social services training for employment in Aboriginal & Torres Strait Islander communities. You will learn industry ready skills needed to enter a supervisory role in the promotion of health, mental, spiritual and cultural well being with a community development focus:

- work within a legal and ethical framework
- work effectively with culturally diverse clients and co-workers
- operate in Family Law environment
- recognise and respond to domestic and family violence
- provide support services to clients
- utilise specialist communication skills to build strong relationships.

This is the perfect course to help you discover a real sense of belonging to your community.

Further study options Formal articulation arrangements will be negotiated for this course.

Certificate IV in Community Development

FD WB DE

Course No	Duration	Entry criteria
CHC40808	1 year (full-time) 2 years (part-time)	Year 12 or equivalent. Alternatively, entry is based on merit, vocational experience, previous study and personal competencies. Must be currently employed in relevant industry.

Career opportunities Community support worker, case worker, support worker, health education officer, welfare support worker, outreach officer, family support worker, mental health worker, neighbourhood case worker.

Description This course is delivered in your place of work with the support of a Southbank Institute Workplace Training Officer. You will gain the skills and knowledge to facilitate community members to work together to influence and guide the future of their community. Your knowledge and skills can cross over a number of sectors within community services including social, environmental, economic, arts and culture and recreation.

A broad range of units are covered all of which contribute to the development of capacity through public social change, including:

- working effectively in the community sector
- supporting young people in crisis
- using targeted communication to develop relationships
- supporting community participation
- developing community resources.

Further study options Diploma of Community Development

Certificate IV in Community Services Work

DE PT FT

Course No	Duration	Entry criteria
CHC40708	1 year (full-time) 2 years (part-time)	Year 12 or equivalent. Alternatively, entry is based on merit, vocational experience, previous study and personal competencies.

Career opportunities Community support worker, case worker, support worker, health education officer, welfare support worker, outreach worker, family support worker, mental health worker, neighbourhood case worker.

Description This certificate will give you the skills to enhance individual and group well-being. More in-depth than the Certificate III, you will cover a range of units including working within a community development framework, appropriate referral, using targeted communications to build relationships and deliver along with developing and delivering client services.

You can choose one elective from five offered as part of this certificate:

- disability services
- mental health
- children and young people.
- community development
- drug and alcohol issues

Further study options Diploma of Community Services Work

Certificate IV in Disability

FD DE WB

Course No	Duration	Entry criteria
CHC40308-1	3-6 months. Must complete within 12 months of enrolment.	Year 10 or equivalent. Alternatively, entry is based on merit, vocational experience, previous study, relevant industry experience and personal competencies. Must be currently employed in relevant industry.

Career opportunities Community support worker, case worker, support worker, health education officer, welfare support worker, outreach worker, family support worker, mental health worker, neighbourhood case worker.

Description The Certificate IV in Disability is delivered in your place of work with the support of a Southbank Institute Workplace Training Officer. As a graduate of this course you will be able to provide training and support to people with disabilities to enhance their ability to achieve greater levels of independence, self reliance and community participation. You will develop the ability to work in community-based organisations, as well as in residential rehabilitation, clients' homes and outreach services.

Areas covered as part of this certificate include:

- providing day-to-day support
- communication skills
- legal and ethical considerations
- appropriate referral methods and liaising with health professionals.
- identifying needs
- teamwork

Further study options Diploma of Disability

Certificate III in Community Services Work

DE PT FT

Course No	Duration	Entry criteria
CHC30108	up to 12 months	Year 10 or equivalent. Alternatively, entry is based on merit, vocational experience, previous study and personal competencies. Must be currently employed in relevant industry.

Career opportunities Case worker, community support worker, drug and alcohol worker, outreach worker.

Description The Certificate III in Community Services Work is delivered in your place of work with the support of a Southbank Institute Workplace Training Officer. Use your career experience to gain formal qualifications with our Recognition of Prior Learning (RPL) process. You may only need to complete a few units to gain this qualification. You will broadly cover areas such as communication, legal and ethical frameworks, team and group work and basic community work principles.

You can choose one elective from five offered as part of this certificate:

- disability services
- mental health
- children and young people.
- community development
- drug and alcohol issues

Further study options Certificate IV in Community Services Work.

Certificate III in Disability

DE WB

Course No	Duration	Entry criteria
CHC30408	3-6 months (part-time)	Must have current community sector experience. Must be currently employed in relevant industry.

Career opportunities Client contact worker, disability support worker, case worker, assistant community worker, recreational activities officer, residential support worker.

Description The Certificate III in Disability is delivered in your place of work with the support of a Southbank Institute Workplace Training Officer. An entry level course to give you the range of skills and understanding to help make the difference in the life of someone living with disabilities. Learn to work in direct contact with people with disabilities through providing day-to-day support, including personal care in community and residential settings.

After completing this certificate you will understand:

- how to identify client needs
- appropriate referral methods
- legal and ethical elements relating to this area
- how to communicate effectively with others
- working effectively in a team environment.

Further study options Certificate IV in Disability



Pathways to university*

Southbank Institute of Technology is a recognised centre of excellence for its pathways to universities. We have partnered with major Queensland universities to give diploma, advanced diploma and associate degree graduates recognition for the quality of education and training they receive at Southbank Institute.

Many Southbank Institute diplomas and advanced diplomas articulate into degree courses with our partner universities. If you didn't get the right OP it's not the end of the world. By completing a diploma or advanced diploma at Southbank Institute, you can improve your OP score and heighten your chances of securing a place to university.

For more information about pathways visit southbank.edu.au or check out our Pathways to your Future brochure.

Need more information?

We have a range of brochures designed to help you to make the right decision and include:

- The Southbank Experience
- Parents Guide
- Support for Students
- Pathways to your Future
- Post-Degree Study

Our brochures are the perfect way to assist you with what Southbank Institute has to offer. Alternatively, if you would like to speak to us you can call 13 72 48.

VET FEE-HELP

VET FEE-HELP assists eligible students undertaking certain Vocational Education and Training (VET) courses at Southbank Institute to pay for all or part of their tuition costs (excludes incidental fees). VET FEE-HELP is an Australian Government initiative and is an extension of FEE-HELP, as part of the Higher Education Loan Program (HELP). Students repay the loan to the Australian Government through the tax system once a student reaches the minimum income threshold level for repayment.

For further information

Visit southbank.edu.au/vetfeehelp

*University abbreviations:	ACU	Australian Catholic University National
	CQUni	Central Queensland University
	CSU	Charles Sturt University
	GU	Griffith University
	QUT	Queensland University of Technology
	UQ	The University of Queensland
	USC	University of the Sunshine Coast
	USQ	University of Southern Queensland

Enrol in four easy steps

1. Select the course you want to study



2. Contact Student Administration

Phone 13 72 48 for the most recent up-to-the-minute information or go to our website southbank.edu.au



3. Apply to QTAC or Southbank Institute of Technology

Apply to QTAC (Queensland Tertiary Admissions Centre) or to Southbank Institute of Technology, depending on the course you choose (the courses listed in our careers booklets will let you know whether or not a QTAC application is required).



4. Secure your enrolment

Pay your fees before the course commences to secure your enrolment. Limited places are available in most courses.

For further information about how to enrol:
Visit southbank.edu.au/howtoenrol or call 13 72 48.



Don't forget to 'like' our Facebook page and follow what's happening on Twitter!

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