

Competency units; core and elective in this program are:

CHCORG506C-Coordinate the work environment; CHCINF505C-Meet statutory and organisational information requirements; CHCNET503C-Develop new networks; HLTOHS400A-Maintain OHS processes; CHCCS503A-Develop, implement and review services and programs to meet client needs; CHCDIS511A-Coordinate services for people with disabilities; CHCCM404A-Undertake case management for clients with complex needs; CHCCM503C-Develop, facilitate and monitor all aspects of case management; CHCCM501A-Coordinate complex case requirements; CHCCW503A-Work intensively with clients; CHCAD504A-Provide advocacy and representation; CHCPOL501A-Access evidence and apply in practice; BSBWOR502B –Ensure team effectiveness; CHCCSL507A-Support clients in decision-making processes; CHCCS506A-Promote and respond to workplace diversity; CHCORG611B-Lead and develop others in a community sector workplace

Enrolment: potential students are to complete the enrolment form available from our website at www.mdsservices.com.au, email training@mdsservices.com.au or phone 4621 8400

Entry requirements: students need to be currently working in an environment related to this qualification. You will require access to workplace information. It is recommended that participants should have achieved Year 10 or equivalent level in English.

Course materials: all materials including study notes, activities, handouts and assessment tools are provided.

Assessment and training: all training is provided in the classroom in workshop format for each scheduled session. Assessment consists of different activities for each module and/or unit. Assessment for this qualification will include; portfolios, project, research activity, long response questions, short response questions, case studies, scenarios, practical work, role play, observations and/or questions. Reasonable adjustment will be made to any assessment tools to accommodate individual need.

Client support services: MDS Training offers support to all their students. Support may be related to disability, literacy, language or other concerns or barriers. You can contact the following people for assistance; the facilitator of your training, the administration support person of MDS Training or the Manager MDS Training. The contact details are on this document.

Complaints: MDS Training has a procedure for anyone wanting to make a complaint. You can speak to your facilitator, the administration support person or the Manager MDS Training. All complaints are recorded and outcomes are reported. MDS Training uses complaints as part of its continuous improvement process. Forms for complaint are available from the student portal (assigned once you enrol) or you can receive one by mail or email. If you experience difficulties filling in the form contact the Manager MDS Training for assistance. This form is also provided on enrolment.

Appeals: MDS Training has a procedure for students who want to appeal any decisions affecting their outcomes. This could include competency, recognition of prior learning, extensions or removal from a course. The form is available from the people listed above and assistance to complete the form can be provided. The form can also be emailed or posted to you. This form is also provided on enrolment.

Recognition of prior learning: students may be able to demonstrate their competence in some units; as such recognition of prior learning is available. This is to acknowledge the skills and knowledge gained through previous training events along with life and work experience.

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

MDS
TRAINING

CONTACT:

JAYE TOOLE or

ERIN DE ROOY

MDS TRAINING

P: 4621 8400

F: 4628 4006

E: training@mdsservices.com.au

Period of enrolment: course runs for twelve months; students need to attend one day a month for seven hours each time. All sessions are compulsory.

Study workload: students are to attend each scheduled class session and will be required to complete 10-12 hours a week of work in their own time.

DATES: 23rd Feb | 22nd March | 24th May |
21st June | 19th July | 23rd August | 20th Sep | 18th Oct | 22nd
November | 24th Jan | 21st Feb | 21st March | 18th April
| 16th May | 20th June

END DATE: JULY 25, 2013

All work must be submitted for marking by the course end date. Otherwise additional fees may apply.

TIME: 9:30 AM – 3:30PM
WORKSHOP STYLE SESSIONS

COST: \$1,700 (PAYMENT OPTIONS AVAILABLE)

VENUE: LEVEL 8, 138 QUEEN ST
CAMPBELLTOWN NSW

Pre-requisites: this qualification has pre-requisites. Students can complete:

- CHCCS411B Work effectively in the community sector
- CHCDIS301B Work effectively with people with a disability
- CHCDIS410A Facilitate community participation and inclusion
- CHCICS402A Facilitate individualised plans
- CHCCS400B Work within a relevant legal and ethical framework

OR demonstrate sufficient work experience in the disability sector to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
- The exercise of discretionary judgement and decision making under general guidance

Pathways: this course provides skills and knowledge for workers employed, or wishing to be promoted to, a number of occupational titles. Upon completion of this Diploma qualification the following opportunities may be available:

- Assessor
- Case coordinator
- Case manager
- Client service assessor
- Coordinator
- Local area coordinator
- Local support coordinator
- Manager
- Program/service coordinator
- Senior disability worker
- Support facilitator

Additionally successful completion of this qualification the student can articulate into CHC60108 Advanced Diploma of Disability or other qualifications at Advanced Diploma level or higher within the Community Services Training Package.

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