CHC52108 DIPLOMA OF COMMUNITY SERVICES (FINANCIAL COUNSELLING)

Overview
This qualification focuses on developing participants’ skills and knowledge in:
- Providing specialist services to assist people facing debt and other financial issues
- Developing paralegal skills and competencies
- Understanding client rights and responsibilities

Duration
This qualification is competency based; therefore, the time taken for a participant to complete the units of competency may vary. However, the qualification is structured over a 22-week period (exclusive of 2 x 1 week breaks).

Participation
This qualification is delivered via blended learning, combining face to face sessions with online learning.
Students will need to identify and negotiate any required work placement with an appropriate community service provider.

Entry Requirements
To gain entry into CHC52108 Diploma of Community Services (Financial Counselling) it is recommended that candidates have sufficient relevant work experience to indicate likely success at this level of qualification in a job role involving:
- The self-directed application of knowledge with substantial depth in some areas
- The exercise of independent judgement and decision-making
- The application of relevant technical and other skills.

Assessment Methods
- Observation
- Question and answer – verbal/written
- Participation in off the job and on the job activities
- Peer feedback
- Workplace reports
- Simulations

Employment Opportunities
Upon successful completion of this qualification, participants can be employed as a financial counsellor in a range of organisations and settings, including non-government agencies in Community settings across urban, regional and rural sectors.

Qualification Pathways
Participants who complete this qualification may wish to undertake the Advanced Diploma of Community Sector Management

Cost
Full Fee: $6000.00

Location
The Australian Institute of Social Relations: 49a Orsmond Street, Hindmarsh SA 5007
Units
This qualification is made up of 17 units (11 compulsory units and 6 elective units).

Compulsory Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCAD401D</td>
<td>Advocate for clients</td>
</tr>
<tr>
<td>CHCCD404E</td>
<td>Develop and implement community programs</td>
</tr>
<tr>
<td>CHCCS411C</td>
<td>Work effectively in the community sector</td>
</tr>
<tr>
<td>CHCCSL501A</td>
<td>Work within a structured counselling framework</td>
</tr>
<tr>
<td>CHCCSL502A</td>
<td>Apply specialist interpersonal and counselling interview skills</td>
</tr>
<tr>
<td>CHCCSL503B</td>
<td>Facilitate the counselling relationship</td>
</tr>
<tr>
<td>CHCCSL507B</td>
<td>Support clients in decision-making processes</td>
</tr>
<tr>
<td>CHCCSL509A</td>
<td>Reflect and improve upon counselling skills (Note pre-requisites CHCCSL501A, CHCCSL503B, CHCCSL507B)</td>
</tr>
<tr>
<td>CHCFIN501A</td>
<td>Identify and apply technical information to assist clients with financial issues</td>
</tr>
<tr>
<td>CHCFIN502A</td>
<td>Facilitate the financial counselling process</td>
</tr>
<tr>
<td>CHCFIN503A</td>
<td>Develop and use financial counselling tools and techniques</td>
</tr>
</tbody>
</table>

Elective Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS502C</td>
<td>Maintain legal and ethical work practice</td>
</tr>
<tr>
<td>CHCS422B</td>
<td>Respond holistically to client issues &amp; refer appropriately</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
<tr>
<td>FNSFLT503A</td>
<td>Promote basic financial literacy skills</td>
</tr>
<tr>
<td>HLTWHS300A</td>
<td>Contribute to WHS processes</td>
</tr>
<tr>
<td>CHCLEG411A</td>
<td>Use relevant legislation in response to client needs</td>
</tr>
</tbody>
</table>
Modules

Financial Counselling Skills and Knowledge
- Induction Week
- What’s my role?
- Financial literacy and supporting clients
- Statement of Position
- Referrals and dealing with creditors
- Debt
- Court system and legal frameworks
- Legal frameworks and bankruptcy
- Bankruptcy and its impact
- Ethical frameworks and supervision

Counselling Frameworks
- Counselling Skills and Knowledge in Financial Counselling – work within a structured counselling framework
- A Way of Being – reflect and improve skills
- A Way of Understanding – respond holistically to client issues and refer appropriately
- A Way of Intervening – facilitate the counselling relationship

Responding to Client Needs
- Understanding the community sector
- Legal and ethical issues and Advocacy
- Community Consultation and planning your project
- Networking with communities, cultural issues and financial literacy
- Workplace Health and Safety
- Promoting, running and evaluating your project
- Reflections on Community Presentation and skill development
- Course reflections and final project presentation
Qualification Information Brochure
Semester 1, 2016

Delivery Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Counselling Skills and Knowledge</td>
<td>10 weeks</td>
<td>22\textsuperscript{nd} February to 6\textsuperscript{th} May 2016</td>
<td>Online</td>
</tr>
<tr>
<td>Optional attendance: Financial Counselling</td>
<td>1 week</td>
<td>16\textsuperscript{th} May to 20\textsuperscript{th} May 2016</td>
<td>Please liaise with Jane Robertson (Course Facilitator) regarding details if you wish to attend</td>
</tr>
<tr>
<td>Australia Conference 2016, Adelaide</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counselling Frameworks</td>
<td>4 weeks</td>
<td>23\textsuperscript{rd} May to 17\textsuperscript{th} June 2016</td>
<td>Online</td>
</tr>
<tr>
<td>Counselling Frameworks</td>
<td>1 week</td>
<td>20\textsuperscript{th} June to 24\textsuperscript{th} June 2016</td>
<td>9.00am – 5.00pm</td>
</tr>
<tr>
<td>Responding to Client Needs</td>
<td>8 weeks</td>
<td>27\textsuperscript{th} June to 19\textsuperscript{th} August 2016</td>
<td>Online</td>
</tr>
</tbody>
</table>

Enrolments and Further Information

For further information or to enrol, contact the Australian Institute of Social Relations:

Email: rto@rasa.org.au
Web: www.socialrelations.edu.au
Phone: (08) 8245 8100
Fax: (08) 8346 7333