

CHC41115 CERTIFICATE IV IN EMPLOYMENT SERVICES TRAINEESHIP



POTENTIAL CAREER OPPORTUNITIES

- ▶ Employment Consultant
- ▶ Job Coach / Career Advisor
- ▶ Job Placement Officer

This qualification reflects the role of individuals who provide employment services to both job seekers and employers. They use specialised knowledge to support individual job seekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs.

The course covers areas such as providing career advice, job application support, interview preparation, and ongoing job retention strategies for job seekers. It also involves understanding employers' needs, developing recruitment strategies, and matching candidates to suitable roles. The qualification emphasises a client-centered approach, requiring effective communication and relationship management skills. Graduates are prepared for roles such as employment consultants, job placement officers, and recruitment consultants, with opportunities for further study in related fields like community services or human resources.

COURSE INFORMATION

This qualification will be delivered over 12 – 24 months. This traineeship program is suited for trainees/students working in the industry and looking to upskill their knowledge and skills in the sector.

The traineeship program has a blended mode of delivery; a combination of on the job and online face-to-face (via Microsoft Teams) and workplace visits by the Trainer as required and agreed by the trainee, employer and RTO.

TRAINING LOCATIONS

At workplace or virtual classroom via MS Teams.

ENROLMENT ENQUIRIES

☎ **1300 436 756**

✉ enquiries@abv.net.au

GOT QUESTIONS?

Reach out! Our friendly team is ready to help you navigate your options and get started.

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Australian Business & Vocational Training (ABV) is the Registered Training Organisation (RTO Number: 52592) students will be enrolling with. ABV has third party arrangements with Training Alliance Group to provide services (marketing, students recruitment, training and assessment, issuing qualifications, educational and other support services) on behalf of ABV under ABV name. ABV is responsible for all the actions of the Training Alliance Group under third party arrangements. ABV is fully owned by Training Alliance Group.

Units within this Qualification:

Core Units

CHCLEG001	Work legally and ethically
CHCCOM002	Use communication to build relationships
CHCCCS016	Respond to client needs
CHCDIV001	Work with diverse people
CHCECD001	Analyse and apply information that supports employment and career development
CHCECD002	Deliver and monitor contracted employment services
CHCECD003	Promote job seekers to employers
CHCECD006	Develop and monitor employment plans
CHCPRP001	Develop and maintain networks and collaborative partnerships

Elective Units

HLTWH5006	Manage personal stressors in the work environment
CHCECD005	Deliver employment services to employers
CHCECD009	Conduct career guidance interviews
CHCECD007	Maximise participation in work by people with disability
CHCMHS001	Work with people with mental health issues

Packaging rules for this qualification require the completion of 14 units of which 9 are core units and 5 are elective units.

Enrolment Information:

Students are required to read the Student Handbook and agree to the Terms and Conditions prior to enrolment. All students must satisfactorily complete a Language, Literacy, and Numeracy (LLN) assessment at a minimum of ACSF Level 3 and participate in a course suitability discussion during the pre-enrolment process. Students may be required to complete a digital literacy assessment. Once the enrolment is reviewed, students will receive confirmation of their enrolment. You are required to apply for a personal education number known as Unique Student Identifier (USI) as part of studying a nationally recognised course. To apply for a USI number, go to www.usi.gov.au

Certification:

Upon successful completion, students will receive:

- CHC41115 Certificate IV in Employment Services testimonial
- A Statement of Attainment will be issued for partial completion of the course. Certificate will be issued under ABV RTO (52592).

Course Fees:

Students who are not eligible for WA funded student tuition fees:

- Please call or email to enquire.
- Payment plans are available via EziDebit.
- For RPL fees, please refer to the Fees and Charges Policy on our website.

Entry Requirements:

- Trainees/students must be employed in the community service or employment service sector to be eligible for a traineeship program in a full-time or part-time basis.
- Trainees/students should have good computer skills and internet navigation abilities for self-study research.
- Trainees/students must be citizen/permanent resident or visa holder and have legal rights to work and study in Australia.
- Trainees/students on temporary resident visas may be able to participate in traineeship providing they are meeting the specific requirements listed by Department of Home Affairs.

Assessment Methods:

The evidence gathering process will reflect specific requirements for units within the training package. Each student's attainment of the units of competency within this qualification is achieved by their successful completion of a range of assessment activities. For each unit of Competency, these activities may include:

- Written Knowledge Assessments and Case Studies
- Oral Questions, and
- Submission of Supplementary Assessment Evidence
- Project Work

Students are required to demonstrate that they can apply the knowledge and skills learnt in a range of situations and in varying contexts so many of the assessment requirements of the units of competencies will need to be demonstrated on more than one occasion.

Other Information:

There are no classes scheduled on Public Holidays.

What You Need To Provide:

Students attending the course via virtual classroom should have access to computer/tablet/laptop, speaker, microphone, camera, reliable internet and email access and Microsoft Teams installed.

Further Study Options:

After completing the CHC41115 Certificate IV in Employment Services, individuals can pursue higher-level qualifications to expand their knowledge and advance their careers.

WA Funded Student Tuition Fees:

WA funded program fees for new workers are charged per nominal hour at \$3.25.
WA funded program fees for existing workers are charged per nominal hour at \$5.79.

New Worker Trainee Fees	\$2,161.25
Existing Worker Trainee Fees	\$3,850.35

- The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resources fees and other fees.
- All fees and charges for funded training are taken from the DTWD VET Fees and Charges Policy. Please refer to website for more information.
- For RPL fees, please refer to the Fees and Charges Policy on our website.
- Funding fees and places subject to DTWD approval.

WA Funding Eligibility Criteria:

- Trainees/Students must be new or existing workers in the community service or employment service sector to be eligible for a traineeship program in a full-time or part-time basis in Western Australia.
- Who is a "new worker"? A "new worker" is defined as an employee who has been with their current employer for a period of less than three months full time or 12 months casual or part time.
- Who is an "existing worker"? A person who has already been working for more than three months at full time equivalent is considered to be an existing worker, and would be eligible for an existing worker traineeship. A 'full time equivalent' could be based on part time, casual or full time work; and approved leave is included in the time calculation.