

## Berwick Secondary College

### Certificate II in Community Services

Course Code	CHC20108
Duration	2 years
RTO	Australian Institute of Education & Training RTO Code: 121314
Attendance	Wednesdays 11.00am – 3.00pm (1 <sup>st</sup> Yr)

#### Program: Units 1 & 2

<b>Core</b>	
CHCCS211A	Prepare for work in the community sector
CHCCOM201C	Communicate with people accessing the services of the organization
CHCORG201A	Follow policies, procedures and programs of the organisation
CHCORG201B	Work with Others
HLTOHS200A	Participate in OHS processes
<b>Electives</b>	
CHCAC316B	Provide food services
CHCAC318A	Work effectively with older people
CHCADMIN201C	Undertake basic administrative duties
CHCDIS220B	Prepare for disability work
CHCDIS301A	Work effectively with people with a disability.
CHCFC301A	Support the development of children
CHCCN301A	Ensure the health and safety of children
CHCIC201B	Communicate with children
HLTFA301B	Apply first aid
HLTFS207B	Follow basic food safety practices
<b>Units 3 &amp; 4</b>	
<b>Core</b>	
CHCRH401A	Work effectively in the leisure and health industry
CHCCS421A	Undertake community sector work within own community
CHCAD401D	Advocate for clients
CHCCW301C	Operate under a casework framework
<b>Electives</b>	
CHCGROUP302D	Support group activities
CHCPR301A	Provide experiences to support children's play and learning
CHCPR303D	Develop understanding of children's interests and developmental needs

9 March, 2011