



Wyndham
Community &
Education Centre Inc.
Improving lives - Strengthening communities

CHC20112

Certificate II in Community Services

Vocational Education & Training



Winner 2014 Learn Local - Excellence in Creating Local Solutions
Winner 2013 Wyndham Business Awards - Not for Profit Small
Winner 2013 Caseworker of the year

A photograph of two Black women smiling. The woman on the right is older, with short grey hair, wearing a black jacket and gold earrings. The woman on the left is younger, with dark hair in a bun, wearing a colorful patterned top and a pearl necklace. They are standing in front of a brick wall with several notices pinned to it.

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www.wyndhamcec.org.au

About us

Wyndham Community & Education Centre Inc. (Wyndham CEC) offers quality community programs and education opportunities to the local community.

Founded over 40 years ago, Wyndham CEC is one of Victoria's largest Adult & Community Education providers and a leader in supporting people and communities to make positive changes for their future.

TRAINING SERVICES AT WYNDHAM CEC

Training at Wyndham CEC is delivered to eligible individuals with Victorian and Commonwealth government funding.

Individuals with disabilities are encouraged to access government subsidised training.

Why choose Wyndham CEC?

ALL OUR PROGRAMS ARE DELIVERED LOCALLY

✧

GOVERNMENT FUNDING AVAILABLE FOR ELIGIBLE INDIVIDUALS

✧

OUR STAFF ARE HIGHLY EXPERIENCED, QUALIFIED PROFESSIONALS

✧

WE OFFER FULL SUPPORT TO ACHIEVE YOUR GOALS

✧

USER-FRIENDLY RESOURCES MAKE IT EASY TO LEARN

✧

AFFORDABLE PROGRAMS THAT CAN BE PAID INSTALMENTS

✧

DAY, EVENING & WEEKEND CLASSES AVAILABLE DEPENDENT ON DEMAND

Testimonials

'Wyndham CEC is a good school. It has helped me learn more independently and in different ways.' - **Corey**

'The teachers and students are so accepting of each other. It is more about being a team.' - **Blake**

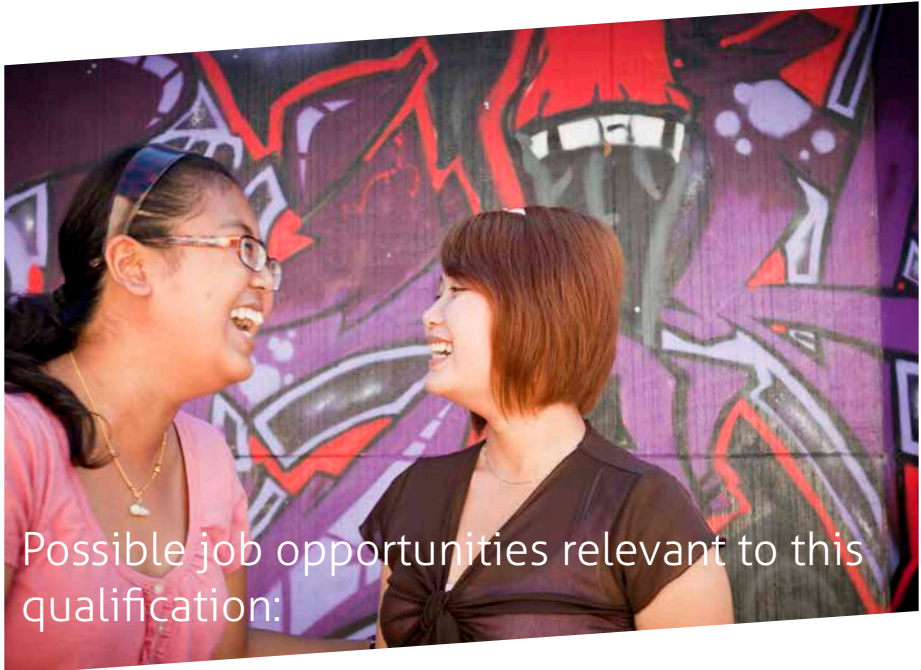
'Coming here to school has improved my knowledge because the teachers here are very helpful and want us to complete our studies and support us in our chosen pathways. We are all a team.' - **Courtney**



Certificate II in Community Services

Are you interested in a career in Community Services?

This course provides you with the knowledge needed to work in the community sector. If you are interested in working in a community services role including children's services, youth services or aged care this program will provide pathways to further education or employment.



- Assistant community services worker
- Support worker
- Domestic assistant
- Home helper
- Contact officers
- Provision of emergency relief
- Personal care assistant
- Care service employee
- Customer service staff
- Housekeeping assistant
- Night / community patrol workers
- Reception / front desk staff

CERTIFICATE II in Community Services

Course details



Core Units

CHCCS211B	Prepare for work in the Community Sector
CHCCOM201C	Communicate with people accessing the services of the organisation
CHCORG201C	Follow policies, procedures and programs of the organisation
CHCORG202C	Work with others
HLTWHS200A	Participate in WHS processes
CHCYTH301E	Work effectively with young people
HLTFS207C	Follow basic food safety practices
CHCECE001	Develop cultural competence
CHCCN301C	Ensure the health and safety of children
CHCCS308B	Provide first point of contact
CHCADMIN201D	Undertake basic administrative duties

Certificate II in Community Services

Summary

This training is delivered with Victorian and Commonwealth Government funding subject to eligibility. Fee for service courses are also available. A student services and amenities fee applies to all courses.

Recognition of Prior Learning may be available based on skills and knowledge acquired by the applicant through previous study, informal or formal learning, or from work and/or life experience.

Wyndham CEC recognises any Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs). Credit will therefore be given for units of competency for which an original official certificate or Statement of Attainment is produced.

An accredited certificate is issued after successful completion of a certificate level.

Students who successfully complete one or more units of competency within this Qualification will receive a Statement of Attainment.

11 units must be selected for this qualification, including: 5 core units and 6 elective units.

This qualification is recognised nationally.

All courses are delivered in Wyndham.





Enrolment Information

Applicants will be selected based on an interview and interest level in the course. Applicants should have a minimum of year 10 level of literacy and numeracy. Any special needs or requirements can be discussed at the enrolment interview.

People with a disability are encouraged to apply.

For more information please call **9742 4013**

Fees & Charges

Course costs are determined at interview.



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