

Centre for Training in Social Housing

July to December 2016 Training Calendar



Introduction

Welcome to the July to December 2016 Training Calendar. The Centre for Training in Social Housing (CTSH) staff and trainers look forward to working with you to meet your social housing training needs.

Great news about the new Qualifications

The exciting news is that these Training Units are from the new Qualifications **CHC42215 Certificate IV in Social Housing, CHC52015 Diploma of Community Services and the CHC52015 Diploma of Community Services (Social Housing)**.

All current students or students who have completed their training under the previous Qualifications will still have your training nationally recognised. Any units in the current qualification not completed will be delivered under the new qualification making this a seamless transition. There will not be any fees associated with this transition.

The Unique Student Identifier (USI)

All students studying with the Centre for Training in Social Housing require a Unique Student Identifier (USI). A USI is a 10 character reference number made up of numbers and letters that give you access to your USI account.

The USI will stay with you for life and is recorded with any nationally recognised Vocational Education and Training course that is undertaken from January 2015.

The USI will allow you to have easier and more reliable online access to your record of training history. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

How to apply for a USI?

For more information or to apply for your own USI in the USI Registry go to: www.usi.gov.au/create-your-USI

CTSH prefers that you apply for your own USI and then give us permission to access it to view your training record (transcript). You may wish to do this to receive recognition for prior learning that you have undertaken. You can turn this access on and off at any time.

Please note that CTSH cannot issue a Statement of Attainment or Qualification until a USI is supplied.

Professional Development and Expressions of interest

The CTSH wants to ensure we meet your training and professional development needs. If there is a course or an area of training you would like to undertake, we are very happy to discuss this with you. We offer both accredited and tailored training and as an industry-based RTO our trainers have many years experience working in the field and fully understand your requirements.

An example of areas in which we are able to help include governance training, introduction to asset management, best practice in tenant engagement, essential knowledge for tenant board members and keep them safe training on mandatory reporting.

Contact Kevin Saide at: kevins@communityhousing.org.au to arrange a time to discuss your training needs.

Information on fees

Enrolment fees cover all aspects of your training including trainers' fees, materials, administration expenses, venue and issuing of Certificates. Fees are on a per Unit basis. 2016 training prices are available on the website.

Cancellation Policy

Face to face training

Cancellations within 5 business days of the commencement date of the training will not be refunded, with the exception of compassionate grounds. Please discuss with the Training Manager.

Distance delivery

Cancellations within 10 business days of the date you have nominated to receive your distance pack materials will not be refunded, with the exception of compassionate grounds.

eLearning

Cancellations must be made within 10 business days of the commencement date of the training or will not be refunded, with the exception of compassionate grounds.

Cancellation by CTSH

There are situations that occur where we may have to cancel or postpone training such as trainer illness or where minimum numbers are not met. The Training Manager will make the decision to cancel a course at least 10 working days before the delivery date. Every enrolled student will be informed and will be fully refunded.

Where there are more students seeking places than are available, the CTSH will register people in strict order of receipt of fully completed registration forms. The CTSH will give priority to registrants who missed out on a place at any subsequent delivery of the same course.

Venue for training

All face to face training is held at CTSH's premises: Suite 301, 64 Kippax Street, Surry Hills NSW unless otherwise advised.

For all Online training we use the Learning Management System "Moodle." We provide a full induction for you on how to use Moodle.

Online training is always advertised as commencing on a Monday, but may take place on a different day of the commencing week.

Training at your place

CTSH can deliver training at your offices or a suitable venue. For a cost proposal or further information, please phone Kevin on 02 92817144 ext 215

Thank you for your interest in our training program and we look forward to again meeting your training needs.

Kevin Saide
Training Manager

Entry Requirements and Packaging Rules

CHC42215 Certificate IV in Social Housing

This qualification reflects the role of workers who are engaged in delivering social housing services and support to tenants, residents, applicants and the community, including clients who are experiencing homelessness or at risk of experiencing homelessness.

Workers at this level may work under limited supervision in an administrative and/or assisting capacity in delivering housing support services in the social housing sector.

It is recommended that workers have experience in the community housing, public housing, SHS sector, real estate industry, or be currently completing a traineeship or hold a position in a social housing related service.

Requires 15 units for award of a qualification including:

- 8 core units
- 7 elective units

(See the Certificate IV Pre enrolment document on our website for more detailed information about Units and assessments)

The CHC52015 Diploma of Community Services

This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities.

At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities.

To achieve this qualification, the candidate must have completed at least 100 hours of work as detailed in the Assessment Requirements of units of competency. (If you are currently working in the community sector then you will be covered for this placement)

It is recommended that workers have experience in the community housing, public housing, SHS sector, real estate industry or hold a position in a social housing related or community related service.

Requires 16 units for award of a qualification including:

- 8 core units
- 8 elective units

(See the Diploma of Community Services Pre enrolment document on our website for more detailed information about Units and assessments)

Note: You do not have to complete your full qualification in 2016 – your training can continue into 2017

Date	Unit	CHC42215 Certificate IV in Social Housing	CHC52015 Diploma of Community Services	Mode
JULY				
6/07/2016	CHCSOH010 Work with clients within the social housing system	Core		Face to face
20/7/2016	CHCCCS004 Assess co-existing needs	Core	Elective	Face to face
21/7/2016	CHCSOH005 Manage tenancy rent and rental arrears	Elective		Face to face
AUGUST				
3/8/2016	CHCCOM002 Use communication to build relationships	Core		Face to face
8/8/2016	CHCSOH010 Work with clients within the social housing system	Core		Online
15/8/2016	CHCCCS004 Assess co-existing needs	Core	Elective	Online
17/8/2016	CHCSOH001 Work with people experiencing or at risk of homelessness	Core	Elective	Face to face
24/08/2016	CHCSOH002 Manage and maintain tenancy agreements and services (2 days)	Core	Elective	Face to face
25/08/2016	CHCSOH002 Manage and maintain tenancy agreements and services (2 days)	Core	Elective	Face to face
29/08/2016	CHCCOM002 Use communication to build relationships	Core		Online
SEPTEMBER				
5/9/2016	CHCSOH005 Manage tenancy rent and rental arrears	Elective		Online
7/09/2016	HLTWHS003 Maintain work health and safety	Core		Face to face
8/9/2016	CHCCCS020 Respond effectively to behaviours of concern	Elective		Face to face
15/9/2016	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Elective	Elective	Face to face
19/9/2016	CHCCCS020 Respond effectively to behaviours of concern	Elective		Online
26/9/2016	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety	Elective	Elective	Online
28/9/2016	CHCMHS001 Work with people with mental health issues	Elective	Elective	Face to face
OCTOBER				
3/10/2016	CHCMHS001 Work with people with mental health issues	Elective	Elective	Online
5/10/2016	CHCDIV001 Work with diverse people	Core		Face to face
12/10/2016	CHCPRP003 Reflect on and improve own professional practice	Elective	Core	Face to face
13/10/2016	CHCDEV002 Analyse impacts of sociological factors on clients in community work and services		Core	Face to face
17/10/2016	CHCSOH001 Work with people experiencing or at risk of homelessness	Core	Elective	Online
19/10/2016	CHCADV004 Represent the organisation in a court or tribunal (day 1)	Elective	Elective	Face to face
20/10/2016	CHCADV004 Represent the organisation in a court or tribunal (day 2)	Elective	Elective	Face to face
26/10/2016	CHCCCS007 Develop and implement service programs		Core	Face to face

Date	Unit	CHC42215 Certificate IV in Social Housing	CHC52015 Diploma of Community Services	Mode
NOVEMBER				
2/11/2016	CHCMGT005 Facilitate workplace debriefing and support processes		Core	Face to face
7/11/2016	CHCLEG001 Work legally and ethically	Core		Online
8/11/2016	CHCSOH002 Manage and maintain tenancy agreements and services (2 Days)	Core	Elective	Face to face
9/11/2016	CHCSOH002 Manage and maintain tenancy agreements and services (2 Days)	Core	Elective	Face to face
10/11/2016	CHCDFV001 Recognise and respond appropriately to domestic and family violence	Elective		Face to face
11/11/2016	CHCDFV001 Recognise and respond appropriately to domestic and family violence	Elective		Face to face
16/11/2016	CHCSOH001 Work with people experiencing or at risk of homelessness	Core	Elective	Face to face
17/11/2016	CHCCSM005 Develop, facilitate and review all aspects of case management	Elective	Elective	Face to face
23/11/2016	CHCSOH009 Develop quality systems in line with registration standards		Elective	Face to face
DECEMBER				
1/12/2016	CHCSOH004 Manage housing allocations & CHCSOH003 Manage housing application processes	Elective		Face to face
7/12/2016	CHCLEG001 Work legally and ethically	Core		Face to face

All enrolments to enrolments@communityhousing.org.au

All enquiries to KevinS@communityhousing.org.au

Note – You will be able to select your Units on the enrolment form available on the website or by requesting a form by email at trainingenquiries@communityhousing.org.au