**CHILDREN’S SERVICES-INTRODUCTION**

<table>
<thead>
<tr>
<th>TAFE Course No. for enrolment</th>
<th>Credential available</th>
<th>TAFE Curriculum Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>4453</td>
<td>Certificate II in Community Services Work</td>
<td>Community Services, Health, Tourism &amp; Recreation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOS Course No./Unit value</th>
<th>Exclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>43402 – 2 units x 1 yr</td>
<td>Yes – refer to BOS exclusions list for further information.</td>
</tr>
<tr>
<td>43405 – 2 units x 2 yrs</td>
<td>Yes</td>
</tr>
<tr>
<td>43403 – 3 units x 1 yr</td>
<td>Yes</td>
</tr>
<tr>
<td>43404 – 4 units x 1 yr</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Advanced Standing in other TAFE courses (Note: All TAFE courses are AQF credentials)**

- 3294 Certificate III in Children’s Services
- 3296 Certificate IV in Out of School Hours Care
- 3295 Diploma of Children’s Services
- 3297 Diploma of Out of School Hours Care

**Who is this course for?**

Preliminary and HSC year students

This course provides students with an introduction to Children’s Services and provides students with some skills suited to employment as childcare assistants.

**What is this course about? What will students be doing?**

Depending on the units undertaken students will acquire the skills and knowledge to

- prepare for work in the Community Services Industry
- follow OH&S procedures
- support the development of children
- care for children
- ensure children’s health and safety
- respond to illness, accidents and emergencies
- apply basic first aid
- prepare nutritionally balanced food in a safe and hygienic manner and plan for the nutritional needs of children
- work effectively with families
- work with culturally diverse clients

**Recognition from HSC to TAFE courses (credit transfer opportunities)**


The Board of Studies limits participation of Year 10 students in VET courses for the School Certificate to students in the following categories of schools, (i) schools identified as rurally isolated, (ii) juvenile justice centres, and (iii) schools for students with behaviour difficulties. Principals responsible for students in these categories of schools may apply to the Board, using the Board Endorsed Course process, for permission to deliver this course to Year 10 students.
**CHILDREN’S SERVICES-INTRODUCTION**

### Course Content

<table>
<thead>
<tr>
<th>TAFE Module Names</th>
<th>Unit of Competency Code</th>
<th>Module Numbers</th>
<th>Pre-requisite modules</th>
<th>Nominal Module Hours</th>
<th>Cost Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1. Compulsory units from Certificate II in Community Services Work</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Community Services Orientation</td>
<td>CHCCS201A</td>
<td>3232GQ</td>
<td>12</td>
<td>3</td>
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<tr>
<td>Communicate with Clients</td>
<td>CHCCOM1B</td>
<td>3232FA</td>
<td>20</td>
<td>3</td>
<td></td>
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<tr>
<td>Follow OH&amp;S Procedures</td>
<td>CHCOHS201A</td>
<td>3232MA</td>
<td>18</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Organisation policies, procedures and programs</td>
<td>CHCORG1B</td>
<td>3232NA</td>
<td>15</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Work with others</td>
<td>CHCORG2B</td>
<td>3232NB</td>
<td>15</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Group 2. Elective units from Certificate II in Community Services Work. Complete 6 modules to qualify**

* Support Children’s Development in a Service | CHCFC1B | 3294A | 48 | 3 |
* Ensure Children’s Health & Safety | CHCCN1C | 3294H | 30 | 3 |
* Care for Children | CHCCN2C | 3294C | 48 | 4 |
* Senior First Aid | HLTFA1A | 3223A | 18 | 4 |
* Respond to illness, accidents and emergencies | CHCCN4C | 3294J | 24 | 3 |
Undertake administrative work | CHCADMIN3B | 3232EC | 30 | 3 |
# Work effectively with culturally diversity | CHCCS405A | 3232GY | 40 | 3 |
Fulfil Family Day Care Requirements | CHCAL7B | 3294N | 24 | 3 |

The following electives are grouped. Students choosing to undertake these modules must be enrolled in a group

**Group A**

# Prepare nutritionally balanced food | CHCCN3C | 3294K | 18 | 4 |
# Workplace Hygiene | 9542H | 9 | 3 |

**Group B**

Work with families in caring for children | CHCRF1B | 3294L | 24 | 3 |
Aboriginal Australia | 3294M | 20 | 3 |

**Nominal Course Hours**

108-216 hours

### Additional Information:

To qualify for the Certificate II in Community Services Work students must successfully complete all the compulsory units in Group 1 and six elective units from Group 2. Completion of one or more of the elective units will give students advanced standing in Certificate III in Children’s Services. Some electives also contribute to advanced standing in the Diploma of Children’s Services and Certificate IV and Diploma of Out of School Hours Care.

If students have previously undertaken a WorkCover Accredited Senior First Aid course they may be given recognition for the module Senior First Aid. Recognition of the unit cannot be counted as TVET hours but can be used as an elective to meet the required elective units to gain the whole qualification.

Students do not need to complete the core units prior to undertaking the electives. However students should undertake Follow OH&S Procedures prior to undertaking any of the elective units. A recommended pattern of study is

**Stage I**

CHCOHS201A  Follow OHS procedures
CHCORG1B  Follow the organisation’s policies, procedures and programs
CHCFC1B  Support the development of children in the service
CHCCN1C  Ensure children’s health and safety
CHCCN3C  Prepare nutritionally balanced food in a safe and hygienic manner
9542H  Workplace Hygiene

**Stage II**

CHCCN2C  Care for children
HLTFA1A  Apply basic First Aid
CHCCN4C  Respond to illness, accidents and emergencies
CHCCOM1B  Communicate with people accessing the services of the organisation
CHCCS201A  Prepare for work in the community services industry
CHCORG2B  Work with others

* These units are prerequisites for the Diploma of Children Services
# These units are electives from the Diploma of Children’s Services

Updated June 2005