



EMBRACE YOUR FUTURE

CHC41115

**CERTIFICATE
IV IN
EMPLOYMENT
SERVICES**

 **Worklinks**

RTO No. 30622

ABOUT THE COURSE

Picture this: You're the bridge connecting job seekers and employers, armed with specialised knowledge and a heart full of encouragement! Your mission? To help individual job seekers find their dream roles, secure them, and keep that momentum going. And those employers? You're their secret weapon for building dream teams!

This qualification will help you build the skills to apply specialised knowledge to support individual job seekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs.

NUMBER OF UNITS

14 in total – 9 Core and 5 Elective

COURSE DURATION

Up to 18 months from the date of commencement

DELIVERY METHOD

Online self-paced learning.

Each unit of work is accompanied by pre-recorded webinars to guide you through each of the assessments.

STUDENT SUPPORT

- Our dedicated Student Support Team is here to assist you throughout your learning journey and help you stay on track with your studies.

TRAINER SUPPORT

- One-on-one trainer support available by appointment Monday to Thursday, 9:00am – 4:00pm.

LOCATION

Online delivery

PRE-REQUISITES

None

RESOURCES

You will need access to a computer and reliable Wi-Fi for the duration of your course. Students must have access to Microsoft Suite including (Word).

Course information material is written and includes some numerical calculations. If you do not hold a Year 12 pass or Certificate level III qualification Worklinks will provide you with a Language, Literacy and Numeracy (LLN) indicator prior to enrolment in the course to assess your ability and any support that may be required including reasonable adjustments where necessary.

Unless you are working or volunteering in the sector Worklinks will provide simulated environments that model workplace conditions, as well as equipment, materials and resources used for workplace tasks. The course requires interactions with people with a range of needs and from diverse backgrounds. Students will have access to either real or simulated workplace documents including policies, procedures, regulations, legislation and processes.



COURSE FEES

Funded Option for Queensland employers: See option 1

Full fees: See options 2 - 3

FUNDED OPTION (QLD RESIDENTS ONLY)



01

Which employees are eligible?

Individuals must:

- be a Queensland resident
- be an Existing Worker in the Community Services and Health industry
- be aged 15 or over, and no longer at school
- be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
- not hold, or be enrolled in, a certificate IV or higher qualification (not including qualifications completed at school and foundation skills training).

*Funding is available for eligible participants through Career Boost funding. Co-contribution fees are as follows:

Concessional:

Upfront payment of \$70 co-contribution fee*

Affordable payment plan option of \$7 a month over 10 months*

Non-Concessional:

Upfront payment of \$700 co-contribution fee*

Affordable payment plan option of \$58 a month over 12 months*



FULL FEES - UPFRONT IN FULL

02

First payment (upon enrolment):

The first payment on enrolment – **\$1,500.00**

Subsequent payments:

The second payment is due 14 days after commencement – **\$1,900.00**

Total Course Fees:

\$3,400.00

This option gives a **saving of up to \$340.00** compared to the monthly payment plan option!

FULL FEES - 12 MONTH PAYMENT PLAN

03

First payment (upon enrolment):

The first payment on enrolment (enrolment fee) – **\$299.00**

Subsequent payments:

Then 11 monthly installments of – **\$312.82**

Total Course Fees:

\$3,740.00 (Includes 10% surcharge (approx.))

This option provides the **best flexible payment options.**

PAYMENT METHODS

1. Via our website on STRIPE
2. Call us and pay over the phone
3. Pay by Bank transfer

Payment by CC Visa /MasterCard Square online 1.9%, Square via phone 2.2%, Stripe online 1.75%

UNITS

Core units:

CHCCCS016	Respond to client needs
CHCCOM002	Use communication to build relationships
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
CHCLEG001	Work legally and ethically
CHCPRP001	Develop and maintain networks and collaborative partnerships

Elective units:

CHCECD009	Conduct career guidance interviews
CHCECD010	Provide support to people in career transition
CHCECD008	Deliver services consistent with a career framework
CHCECD005	Deliver employment services to employers
BSBPEF402	Develop personal work priorities

EMBRACE YOUR FUTURE

ENROL NOW!

✉ training@worklinks.com.au

🌐 www.worklinks.com.au

☎ 1300 852 359

