

CHC41115 CERTIFICATE IV IN EMPLOYMENT SERVICES

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
Duration	Up to 18 months from the date of commencement.
Delivery method	Online self-paced learning.
Tutorials /Assistance	<ul style="list-style-type: none"> • Tutorial sessions - Help is available every Monday 1:00 pm – 2.30 pm (QLD Time) to ask any question of your trainer in the online Tutorial sessions. • One-on-one online sessions for trainer support are available every Monday as required. • Email and phone support is available as required.
Location	Online delivery
Pre-requisites	None
Resources	<p>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 Microsoft Word.</p> <p>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.</p> <p>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.</p>

COURSE FEES

Full Fees – See options 1 & 2

Funded Option – See option 3

Option 1 – Pay upfront	Option 2 – 12 monthly payments
\$2800 (includes enrolment fee)	12 payments of \$232 over 12 month (plus \$299 enrolment fee)
Total: \$2800	Total: \$3083
<ul style="list-style-type: none"> This option saves up to \$283 on the monthly payment plan. 	<ul style="list-style-type: none"> This option provides the best flexible payment option. The total course fee of \$3083 must be paid before certification.

Option 3 – Higher Level Skills funding	Eligibility
<p>*Funding is available for eligible participants through Higher Levels Skills (HLS) funding. Co-contribution fees are as follows:</p> <p>Concessional: \$70 co-contribution fee*</p> <p>Non-Concessional: \$700 co-contribution fee*</p> <p>Further info: Higher Level Skills - Student fact sheet (desbt.qld.gov.au)</p>	<p>What is the eligibility criteria?</p> <p>Individuals must:</p> <ul style="list-style-type: none"> be a Queensland resident 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). Students must be an existing worker within the Community Services or Health industry

PAYMENT METHODS

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

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

TRAINER & ADMINISTRATION INFORMATION

Sarah Blanche
Trainer and Assessor
Ph. (07) 5498 9601 | 0407 620 148
sarahblanche@worklinks.com.au

Dannika White
Training Administration Team
Ph. (07) 5498 9601
training@worklinks.com.au

Philip Hurd
Training Manager
Ph. (07) 5498 9601 | 0402 262 716
training@worklinks.com.au