

School of Health & Community Services

CHC52108 DIPLOMA OF COMMUNITY SERVICES - FINANCIAL COUNSELLING

This course has been specifically structured by Victoria University, in partnership with the Financial and Consumer Rights Council, to introduce students to knowledge, philosophies and skills that enable them to develop competencies required to work as an accredited financial counsellor.

The course will explore a broad range of theoretical and practice models as applied to financial counselling practice.

The course is delivered within an adult learning framework that assumes all students are highly motivated and self-directed learners.

As adult learners, students will need to reflect and build upon their existing knowledge and experience. In addition they will apply their learning to a range of different situations encountered in the community sector workplace.

The course also aims to assist students to reflect upon and critically analyse their own values and practice skills.

What is the duration for this course?

Two years full time, or part time equivalent.

Part time equivalent depends on the number of units the student completes each semester.

Generally, a part time student would take half of the number of units per year than a full time student, therefore, the course would take approximately twice as long to complete.

The course will be delivered in as flexible a manner as possible.

At which campus is this course offered?

Campus located at 300 Flinders Street Melbourne (opposite station)

In future it may be possible that some units may also be offered at other venues.

When does the course start?

March 2012 *(This is subject to sufficient numbers of enrolments into the course)*

Where will the course lead?

Successful completion of the Diploma of Community Services – Financial Counselling may lead to employment in a range of community service funded agencies.

Occupational titles may include:

- Assessor
- Case coordinator
- Case worker or manager
- Client service assessor
- Community worker
- Coordinator
- Financial Counsellor
- Group facilitator / coordinator
- Program coordinator or manager
- Social welfare worker

What study pathways will this course provide?

The Diploma of Community Services – Financial Counselling currently pathways to a number of Victoria University Higher Education Courses.

What are the entry requirements and Selection Process?

All applicants require successful completion of Year 12 or equivalent.

All applicants are required to have significant paid or voluntary post secondary school community service experience. An applicant is to have the equivalent of at least one year's paid or voluntary experience in the community service field.

Selection to this course is based on each applicant's application data and selection assessment including interview and a brief written task .

An Information Session is conducted in conjunction with Interviews.

Successful applicants will be selected on the basis of their application, demonstration of group and interpersonal skills, flexibility and openness to change, understanding of the community services sector, ability to think analytically and their social awareness and commitment.

Learning and assessment

Evidence of competency will be gathered in various ways including:

- Assignments – case studies, essays, reports.
- Presentations in seminars
- Attendance and participation in a range of class activities
- Written tests
- Practical placement, and observation of performance
- Simulation and role plays

Are there Practical Placements?

Practical Placement is a core requirement of the course and is an assessment requirement at each level of the course. Students work under supervision in a financial counselling **practice** setting to enable them to integrate and develop their learning. Intending applicants need to be aware of the time and financial commitment associated with undertaking the required placement hours. Placements may be scheduled throughout the course.

A police check will be required by placement agencies.

How do I apply?

Applicants may apply by completing the following:

- 2012 Victoria University TAFE Application Form – All part time and full time applicants need to complete this form. This form is available from the School of Health and Community Services (9919 8674) or online at: <http://www.vu.edu.au/courses/applying/how-to-apply>
- Ensure you complete and attach the 200 word statement (*see Section C (vi) of the TAFE Direct Admission/Supplementary Information Form*).
- 2012 Community Reference Form - All part time and full time applicants need to complete this form. 2012 Community Reference Form is available from the School of Health and Community Services (9919 8674) or online at <http://www.vu.edu.au/sites/default/files/student-connections/pdfs/A130-Community-reference-form.pdf>
- Attach a detailed resume outlining relevant paid and/or unpaid work experience in the community services sector to your application.
- Attend both an information session and interview session (compulsory sessions held separately) from November to March 2012

Who do I contact for further information on fees, application forms and information / interview session bookings?

School of Health and Community Services

Phone 9919 8674

Email cs.admin@vu.edu.au

Structure of CHC52108 Diploma of Community Services – Financial Counselling

This Nationally Accredited course comprises

- 11 core units
- 6 elective units - note 3 of these electives are designated units and 3 other Electives must be completed (VU will deliver a minimum of 3 options)

PROPOSED 2012 Course Structure

| UNIT CODE | UNIT NAME | CORE / ELECTIVE | HOURS |
|------------|---|-----------------|-------|
| CHCAD401D | Advocate for clients | C | 20 |
| CHCCD404D | Develop and implement community programs | C | 125 |
| CHCLEG411A | Use relevant legislation in response to client needs | E | 50 |
| CHCFIN501A | Identify and apply technical information to assist clients with financial issues | C | 60 |
| CHCFIN502A | Facilitate the financial counselling process | C | 65 |
| HLTOHS300A | Contribute to OHS process | E | 20 |
| CHCCS411B | Work effectively in the community sector | C | 90 |
| CHCCSL502A | Apply specialist interpersonal and counselling interview skills | C | 60 |
| CHCFIN503A | Develop and use financial counselling tools and techniques | C | 55 |
| CHCCSL501A | Work within a structured counselling framework | C | 90 |
| CHCGMB502A | Assess the needs of clients with problem gambling issues | C | 60 |
| CHCMH408B | Provide interventions to meet the needs of consumers with mental health and AOD issues | C | 90 |
| CHCCH427A | Work effectively with people experiencing or at risk of homelessness | C | 70 |
| CHCCSL507A | Support clients in decision-making processes | C | 120 |
| CHCCSL503A | Facilitate the counselling relationship | C | 120 |
| CHCAD603A | Provide systems advocacy services | E | 90 |
| CHCCSL509A | Reflect and improve upon counselling skills <i>(Note pre-requisites CHCCSL501A, CHCCSL503A, CHCCSL507A)</i> | C | 90 |