Course outline

ANIBT Course Code: DIPES_0612
CRICOS Code: 074512G
Delivery Mode: Varied: Face to Face Classroom; Workshop; On-line/Distance*
Location: Melbourne
Course Duration: Up to 2 years
Nominal Study Hours: 980 hours
Qualification Level: Diploma
Nationally Recognised: Yes

* Please refer to the section "For international students" at the back of this course guide regarding online and distance study requirements for international students

Course overview

A wide range of opportunities exist across the employment services industry for qualified people with a strong desire to help others in the capacity of delivery of employment services.

This nationally recognised qualification addresses workers who have a senior case management role in delivering employment services to clients and employers and who may supervise others at work.

The Diploma of Employment Services offered by ANIBT will equip you with the skills, knowledge and opportunity to be employed in roles that include: senior case manager; senior employment consultant and employment services branch manager, team leader or program manager.

*If you are looking to work with a broad range of clients in the provision of employment services this will be the ideal qualification to consider.*
Program outline

Subjects

The Diploma of Employment Services qualification offered by ANIBT is made up of 16 units of competency, consisting of 8 core and 8 elective units as outlined below:

The 8 core units are:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCOM403A</td>
<td>Use targeted communication skills to build relationships</td>
</tr>
<tr>
<td>CHCCS513A</td>
<td>Maintain an effective community sector work environment</td>
</tr>
<tr>
<td>CHCES311A</td>
<td>Work effectively in employment services</td>
</tr>
<tr>
<td>CHCES415A</td>
<td>Monitor and improve contracted employment services</td>
</tr>
<tr>
<td>CHCES502B</td>
<td>Research and report on labour market information</td>
</tr>
<tr>
<td>CHCES511A</td>
<td>Manage contracted employment services</td>
</tr>
<tr>
<td>CHCNET501A</td>
<td>Work effectively with other services and networks</td>
</tr>
<tr>
<td>HLTOHS400A</td>
<td>Maintain OHS processes</td>
</tr>
</tbody>
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The 8 elective units are:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>CHCCS411A</td>
<td>Work effectively in the community sector</td>
</tr>
<tr>
<td>CHCCS400A</td>
<td>Work within a relevant legal and ethical framework</td>
</tr>
<tr>
<td>CHCCAR501B</td>
<td>Conduct career guidance interview</td>
</tr>
<tr>
<td>CHCCM503C</td>
<td>Develop, facilitate and monitor all aspects of case management</td>
</tr>
<tr>
<td>CHCCOM504A</td>
<td>Develop, implement and promote effective workplace communication</td>
</tr>
<tr>
<td>CHCCW503A</td>
<td>Work intensively with clients</td>
</tr>
<tr>
<td>CHCES413A</td>
<td>Develop and monitor employment plans with clients</td>
</tr>
<tr>
<td>CHCORG428A</td>
<td>Reflect on and improve own professional practice</td>
</tr>
</tbody>
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Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Observation and Discussion
- Case studies
- Review questions and answers
- Workshops/Group activities
- Individual projects / portfolios
- Presentations
Entry requirements

To gain entry into this qualification, candidates must have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification in a job role involving:

- The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
- A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
- The exercise of discretionary judgment and decision making under general guidance.

For international students

Please check with the Australian Department of Immigration and Citizenship regarding international students enrolling into any on-line only based qualifications.


Generally, international students need an IELTS band score of 5.5, or recognised equivalent, to demonstrate their English proficiency for Certificate or Diploma courses.

Alternatively, admission may be approved if the language of instruction of the home country is English, or the language spoken at home is English, or successful completion of the Cambridge English Proficiency Tests and satisfactory outcome of interviews with ANIBT staff or representatives.

Overseas students who do not provide an IELTS (or equivalent, for example TOEFL) score will be interviewed to ascertain language, literacy and numeracy ability and may be required to sit an English language or numeracy test.

If necessary, students will be asked to complete an English Language Course, offered by ANIBT, in either an academic or vocational stream, before being admitted into a formal course.

Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification CHC51608 Diploma of Employment Services issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

ANIBT is a Registered Training Organisation (Provider Number: 21368) registered with the Victorian Registration and Qualifications Authority (VRQA).
Course availability

ANIBT’s programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom
- On-line
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Term 1 intake</td>
</tr>
<tr>
<td>April</td>
<td>Term 2 intake</td>
</tr>
<tr>
<td>July</td>
<td>Term 3 intake</td>
</tr>
<tr>
<td>October</td>
<td>Term 4 intake</td>
</tr>
</tbody>
</table>

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Diploma, you will have many other study options available to you including other Diploma as well as Advanced Diploma level and up to Vocational Graduate Certificate level qualifications.

Graduate of this course who successfully apply for entry into allied courses at university level may receive credits.

Career Opportunities

A range of career and employment opportunities exist within the Employment Services sector including:

- Job Service Providers
- Federal Government Departments
- State Government Departments
- Community based organisations
- Church and non government organisations
- Voluntary and not for profit organisations
- Private employers
Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.