

# COMMUNITY SERVICES & CHILDHOOD EDUCATION & CARE



BOX HILL  
INSTITUTE

/ COMMUNITY SERVICES  
/ DISABILITY  
/ EARLY CHILDHOOD EDUCATION  
/ INDIVIDUAL SUPPORT  
/ YOUTH WORK

## POSSIBLE CAREERS

- / Early Childhood Teacher
- / Drug Worker
- / Community Services Worker
- / Youth Worker
- / Case Manager
- / Client Services Officer
- / Support Worker
- / Recreation Worker
- / Disability Liaison Officer
- / Aged Carer

## STUDY MODE KEY

- Ap** Apprenticeship
- Tr** Traineeship
- Vc** VCAL
- Ft** Full time
- Pt** Part time
- Oc** Off campus

Selected courses are provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments.

For details visit [boxhill.edu.au](http://boxhill.edu.au)

The information contained in this publication is correct at time of print (August 2017). Box Hill Institute reserves the right to alter, amend or delete details of course offerings and other information published here.

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CAE - RTO 3737

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## EARLY CHILDHOOD EDUCATION

Early Childhood has been ranked in the top 20 growth jobs for the next five years, so employment prospects in this vibrant industry are excellent. We offer Certificate and Diploma courses for Child Care positions and Degree courses for Preschool Teaching. You are sure to find the course that is just right for you.

### CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE (CHC30113)

Tr

Do you want to make a difference in the lives of young children and families?

Develop the skills and knowledge to work with children and families in a range of early childhood settings. Through experienced trainers combined with extensive industry work placement you will learn how to develop and implement play and educational programs, support and guide children's behaviour, maintain a safe, clean and appealing environment and assist in implementing policies and procedures in early childhood services.

If you are currently working in early childhood and need to update your existing qualification to meet the current minimum qualification standards you may be eligible for Recognition of Prior Learning.

#### ENTRY REQUIREMENTS

- > You must attend a compulsory Information Session.
- > Working with Children Checks and Police Record Checks are required for industry work placement and future employment in this field.

#### CAREER OUTCOMES

After successful completion, you will be qualified Early Childhood Educator (Level 3). You may wish to apply for a range of career opportunities including early childhood educator, outside school hours care assistant, play group supervisor, recreation assistant, family day care educator, nanny and childcare educator/assistant.

#### STUDY PATHWAYS

After successful completion, you may wish to apply for a pathway into the Diploma of Early Childhood Education Care at Box Hill Institute.

#### START DATE

February and July

#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

**Ft** 6 months

**Pt** 12 months

## CERTIFICATE III IN EDUCATION SUPPORT (CHC30213)

Are you thinking about a career in education and helping children to reach their full potential? The Certificate III in Education Support could be the course for you.

This course will provide you with the skills and knowledge to assist teachers and students in a wide range of education settings. After successful completion, you can be employed as a teacher's aide, integration aide or an education support worker.

You will be engaged in 100 hours of practicum and a wide range of tasks supporting students and assisting teachers to deliver a quality education program.

### ENTRY REQUIREMENTS

You must:

- › be at least 18 years of age
- › have a current Working with Children Check and a National Police Check.

### CAREER OUTCOMES

After successful completion, you may wish to apply for a range of employment opportunities including teacher's aide, integration aid, education support worker and english as a second language support worker.

### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into the Certificate IV in Education Support.

### START DATE

February and June

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill

### DURATION

**Ft** 6 months including practicum of 100 hours

## DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE (CHC50113)

This course will equip you with the skills and knowledge necessary to work in a range of early childhood settings as a Diploma qualified educator.

Through classes with experienced trainers, practical children services simulation rooms and extensive industry work placement, you will learn how to design and implement educational programs that support developmental outcomes for children from birth to twelve years.

You will study the principles and practices of early childhood pedagogy, child development, health and wellbeing, working in partnerships with families, legal and regulatory compliance, managing teams and care environments.

### ENTRY REQUIREMENTS

#### VTAC (Year 12 applicants):

- › Successful completion of VCE or equivalent.
- › Current Working with Children Check and Police Checks are required prior to commencement of work placement and for future employment in this field.

#### Direct Entry:

- › Good literacy and numeracy ability.
- › Current Working with Children and Police Checks are required prior to commencement of work placement and for future employment in this field.

All applicants must attend a compulsory Information Sessions.

### CAREER OUTCOMES

After successful completion, you may wish to apply for employment opportunities as a qualified Diploma Early childhood Educator in long day care, occasional care, family day care, preschools, early intervention, and out of hour's school care services.

### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into:

- › Bachelor of Early Childhood Education and Care at Box Hill Institute
- › Degree of Early Childhood Education and Care at Deakin University.

### START DATE

February and July

### HOW TO APPLY

VTAC and direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

**Ft** **Oc** 18 months



## BACHELOR OF EARLY CHILDHOOD EDUCATION (BCEC1)

This course will equip you with the knowledge and skills needed to be an effective early childhood teacher and leader.

To meet the needs of contemporary early childhood services, you will need to demonstrate an exemplary standard of teaching and be adaptable and highly proficient in critical and future thinking with a sound grasp of early childhood thinking and pedagogy.

You will study philosophies, principles and practices of early childhood teaching and how teaching and learning in discipline areas of language and literacy, mathematics, arts, science and health and well-being is integrated across early childhood education programs. You will further develop your leadership and management skills to lead programs across a range of early childhood service types.

During the course, you will gain an in depth knowledge of the principles and practices of exemplary practice in early childhood service provision including child development, early childhood pedagogy, child and family centred practice, legal and regulatory compliance requirements, provision of inclusive environments, and early childhood leadership. You will also gain skills in research methods, professional practice, project management, and professional communication.

You will be able to register as an early childhood teacher after graduation and teach across a range of early childhood settings.

The course is delivered through occasional weekend intensive workshops and regular evening tutorials, self-paced and on-line activities and industry related assessment. You will undertake 80 days practicum over the course duration in a range of early childhood settings.

This course has national accreditation with the Australian Children's Education and Care Quality Authority (ACECQA).

### ENTRY REQUIREMENTS

You must:

- › have a current National Police Record Check
- › have a current Working with Children Check
- › achieved a score of at least 25 in one of the VCE English group of studies at Units 3 and 4, OR, demonstrate an equivalent literacy standard
- › have a score of at least 25 in a VCE mathematics unit at 3 & 4 level, OR, complete a tertiary entrance mathematics test (TEMT)
- › successfully complete an individual selection interview
- › have a Victorian Certificate of Education or equivalent completed in English or Diploma qualification completed in English.

### CAREER OUTCOMES

The Bachelor of Early Childhood Education provides you with an early childhood teaching qualification. After successful completion, you may wish to apply for a range of employment opportunities as a fully qualified early childhood teacher.

### STUDY PATHWAYS

After successful completion, you may wish to apply for entry into a Master's Degree in Education.

### LEARNING OUTCOMES

Visit [boxhill.edu.au](http://boxhill.edu.au) for further information.

### START DATE

February and July

### HOW TO APPLY

Direct entry

Download and complete an application form at [boxhill.edu.au](http://boxhill.edu.au)

### LOCATION

Lilydale

### DURATION

**Ft** 3-4 years

**Pt** Available

## GRADUATE DIPLOMA IN EARLY CHILDHOOD TEACHING (GDECT)

The Graduate Diploma in Early Childhood Teaching builds on the skills and knowledge attained in your primary teaching degree to develop the specialist skills required for early childhood teaching.

You will study philosophies, principles and practices of early childhood teaching and how teaching and learning in discipline areas of language and literacy, mathematics, arts, science and health and wellbeing is integrated across early childhood education programs.

During the course, you will gain an in depth knowledge of the principles and practices of exemplary practice in early childhood service provision including child development, early childhood pedagogy, child and family centred practice, legal and regulatory compliance requirements, provision of inclusive environments, and early childhood leadership. You will also gain skills in research methods, professional practice, project management, and professional communication.

You will be able to register as an early childhood teacher after graduation thus holding dual teaching qualifications, primary and early childhood and will be qualified to teach across a range of primary school and early childhood settings.

The course is delivered through occasional weekend intensive workshops and regular evening tutorials, self-paced and on-line activities and industry related assessment. You will undertake 60 days of practicum in a range of early childhood settings. If you have five or more years' experience working in an early childhood service, your practicum requirement may be reduced to 45 days.

This course has national accreditation with the Australian Children's Education and Care Quality Authority (ACECQA).

### ENTRY REQUIREMENTS

You must have a:

- > Primary Teaching qualification
- > current National Police Check
- > current Working with Children Check or VIT registration.

Download and complete an application form at [boxhill.edu.au](http://boxhill.edu.au). Successful applicants will be invited to complete a selection interview to be offered a place in the course.

### CAREER OUTCOMES

This course provides you with an early childhood teaching qualification.

Employment options for a fully qualified early childhood teacher includes, but is not limited to, roles working in kindergartens, pre-schools and long day care centres.

### STUDY PATHWAYS

After successful completion, you may be eligible to apply to study a Master's degree in Education.

### LEARNING OUTCOMES

Visit [boxhill.edu.au](http://boxhill.edu.au) for further information.

### START DATE

February and July

### HOW TO APPLY

Direct entry

Download and complete an application form at [boxhill.edu.au](http://boxhill.edu.au)

### LOCATION

Lilydale

### DURATION

**Ft** 18 months (12 months of core units, then part time 1 semester to complete practicum requirements)

## COMMUNITY SERVICES

Community services courses provide you with an opportunity to be an agent of change in many of the industry's occupations. Promoting social justice and maximising human potential are the cornerstones of community work. Advocate for the rights of individuals and communities and address systemic barriers that prevent the social and economic inclusion of all people.

### CERTIFICATE IV IN YOUTH WORK (CHC40413)

Do you want to make a difference in the lives of young people?

Through our course, you will develop the skills and knowledge to facilitate programs for young people in a range of community-based settings. Through experienced trainers and extensive industry work placement you will learn how to address the social, behavioural, health, welfare, developmental and protection needs of young people.

Subjects undertaken include working effectively with and providing services to young people, responding to critical situations, child protection, mental health, drug and alcohol rehabilitation, legal and ethical compliance, diversity and communication.

#### ENTRY REQUIREMENTS

It is recommended that you have completed year 11 or equivalent.

Working with Children Checks and Police Record Checks are required for industry work placement and future employment in this field.

All applicants must attend a compulsory Information Sessions.

#### CAREER OUTCOMES

After successful completion, you may wish to apply for a range of employment opportunities including:

- › community development worker (youth)
- › youth & family resource officer
- › indigenous youth worker
- › recreational youth activities worker
- › youth case worker
- › residential care worker
- › youth housing support worker
- › youth worker
- › youth alcohol and other drugs worker.

#### STUDY PATHWAYS

You may wish to apply for entry into the Diploma Youth Work or Diploma Community Services at Box Hill Institute.

#### START DATE

February and July


#### HOW TO APPLY

Direct entry

#### LOCATION

Box Hill, Lilydale

#### DURATION

 12 months

## CERTIFICATE IV IN DISABILITY (CHC43115)

Increase your chances of finding employment in the disability sector by studying our Certificate IV in Disability.

The National Disability Insurance Scheme promotes a wide range of opportunities for assisting people with disabilities. With the rollout of the NDIS in Victoria in 2017, there is an expectation that there will be an increased demand for trained disability staff.

This course prepares you for work in residential and community settings to provide training and support to people with disabilities within a person centred framework.

You will develop the skills and knowledge to advocate for and empower people with disabilities; enhancing their ability to achieve greater levels of independence, self-reliance and community participation.

Subjects undertaken include, support practices for direct client care, providing person centred services, implementing strategies for people with complex needs, increasing community participation, enhancing communication, applying legal and ethical guidelines and effectively networking.

### ENTRY REQUIREMENTS

You must:

- > be at least 18 years of age
- > attend a compulsory Information Sessions.

Working with Children Checks and Police Record Checks are required for industry work placement and future employment in this field.

### CAREER OUTCOMES

After successful completion, you may wish to apply for employment opportunities in residential or community settings working with people who have disabilities.

Job roles may include:

- > residential services
- > employment services (training and supporting people with disabilities to work in open employment, or services that act as an employer, such as supported employment services)
- > recreational services
- > adult day training services
- > advocacy services
- > respite services
- > peer support programs
- > educational facilities.

### STUDY PATHWAYS

After successful completion of this course, you may wish to apply for entry into the Diploma of Community Services.

### START DATE

February and July

### HOW TO APPLY

Direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

**F+** 12 months



## DIPLOMA OF YOUTH WORK (CHC50413)

Learn how to develop and manage the outcomes of programs and services for young people across a range of agencies. Through experienced trainers, extensive industry work placement and engagement in industry projects you will develop the skills and knowledge to meet the social, behavioural, health, welfare, developmental and protection needs of young people.

Subjects undertaken include managing youth programs, advocating for young people, responding to critical situations, community development, mental health, drug and alcohol rehabilitation and diversity and communication.

### ENTRY REQUIREMENTS

You must:

- › have a Certificate IV in Youth Work
- › current Working with Children Check and Police Record Check
- › attend a compulsory Information Sessions.

### CAREER OUTCOMES

After successful completion, you may wish to apply for a range of employment opportunities including case manager, community integration leader, youth and family services coordinator, program manager, senior case worker, senior youth worker or youth work team leader.

### STUDY PATHWAYS

You may wish to apply for entry into the Bachelor of Community Services at Box Hill Institute.

### START DATE

February and July


### HOW TO APPLY

Direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

 12 months

## DIPLOMA OF COMMUNITY SERVICES (CHC52015)

This qualification prepares you for work as a community services professional in various service delivery roles including direct client work, community education or development projects. You will develop the knowledge, skills and values to work with individuals, families, social groups or larger communities to support activities, information and referral for those in need of assistance and to link clients to appropriate services and government departments.

Workers at this level operate at an advanced skill level and may have responsibility for the supervision of other staff and volunteers.

### ENTRY REQUIREMENTS

You must attend a compulsory Information Session.

It is recommended that you have:

- › successfully completed VCE or equivalent, or
- › have a relevant Certificate IV level qualification in youth work or community services, and/or
- › have significant relevant industry experience to be deemed capable to complete the course.

Working with Children Checks and Police Record Checks are a requirement for industry work placement and future employment in this field.

### CAREER OUTCOMES

After successful completion of this course, you may apply for a range of employment opportunities such as community services worker, early intervention worker, group facilitator, youth officer, support facilitator and caseworker.

### STUDY PATHWAYS

This course has a guaranteed pathway into the Bachelor of Community Services at Box Hill Institute.

### START DATE

February and July

### HOW TO APPLY

VTAC and direct entry

### LOCATION

Box Hill, Lilydale

### DURATION

 18 months

You will be required to undertake a practical work placement component in a scheduled block or two days a week during the 2nd and 3rd semester of the course.

## BACHELOR OF COMMUNITY SERVICES (BCOMS)

Do you want to be an effective worker in the Community Service field? This course is designed to provide you with a broad understanding of the community services sector and to equip you with the practices, principles and theories, to be an effective worker in the field.

The course offers a strong practical component and applied learning subjects, where you will gain real world experience working in and around the community services area. The course aims to develop a wide range of your skills and knowledge that relate to the field of service delivery within the broad scope of community services.

You will be asked to analyse traditional models of welfare and encouraged to examine a range of contemporary theoretical perspectives. You will develop a wide range of skills and knowledge within your work that is both empowering for your client, rewarding for you and beneficial to your organisation. We aim to assist you to enhance your skills to help effect long-term positive change with your clients, and in the Community Services industry.

Throughout your studies, you will be encouraged to form a community of learners to share experiences, develop critical reflective skills and enrich your learning experience. You will be supported to form strong industry contacts and networks.

You will study cultural safety, develop an extensive knowledge related to community services, acquire a multifaceted understanding of applicable legislation and regulation, and will practice and develop decision making and communication strategies. In your final semester, you will undertake an industry project to apply advanced skills and knowledge in an industry workplace.

Our highly qualified and experienced teaching staff will closely support you. The design of our course will provide you with a qualification that has high academic integrity, a great set of practical skills and industry connections that will be directly applicable to Community Services work within your selected discipline area.

### ENTRY REQUIREMENTS

#### Year 1

VTAC or direct entry

You will be required to provide evidence of:

- › a current Working with Children Check (WWCC)
- › a current National Police Check.

#### Year 2

Direct entry, if you:

- › have attained a Diploma of Community Services (or other related discipline such as youth work, mental health, alcohol and other drugs, family intake and support work or community welfare work)
- › successfully complete an entry interview.

#### Interview

You will be asked a series of questions relating to your suitability and aptitude for the course. Career goals will be discussed, including any relevant industry experience. You are welcome to present testimonials and extra-curricular evidence at your interview. Book your interview at [boxhill.edu.au](http://boxhill.edu.au)

### START DATE

February and July

### HOW TO APPLY

VTAC and direct entry

Book your interview at [boxhill.edu.au](http://boxhill.edu.au)

### LOCATION

Lilydale

### DURATION

**Ft** 2-3 years

**Pt** Available

## CAREER OUTCOMES

There is strong demand for community services staff across the community services area. You may wish to apply for employment opportunities in areas including (but not limited to) the following: Child Protection Practitioner; Alcohol and Other Drugs Worker; Case Manager; Client Services Officer; Family Support Worker; and Rehabilitation Officer. Specific employment options could also align with your elective choice.

The Australian Community Workers Association (ACWA) core competencies have been incorporated into the degree to ensure that you are work-ready to assume a role in Community Services.

## STUDY PATHWAYS

After successful completion, you may wish to apply to study at Honours or Masters level at any Australian University.

## LEARNING OUTCOMES

Visit [boxhill.edu.au](http://boxhill.edu.au) for further information.

FOR DETAILED  
INFORMATION ON ALL  
COURSES, INCLUDING  
ASSESSMENT  
REQUIREMENTS,  
FEES AND UNITS VISIT  
[BOXHILL.EDU.AU](http://BOXHILL.EDU.AU)

## LITERACY & NUMERACY SUPPORT PROGRAM

The Literacy and Numeracy Support (LN Support) program provides eligible students with help to complete their course by focusing on workplace reading, writing, numeracy (maths) and communication skills.

The LN Support program is flexible, and provides support in classrooms and/or in group tutorials and with online activities. Students are enrolled in LN Support program units based on their Core Skills Diagnostic Test. When students have successfully completed these units, they receive a Box Hill Institute Statement of Attainment.

The LN Support Program is nationally accredited course and students use their second government subsidised place for that year. This training is provided to eligible individuals with funds made available by the Commonwealth and Victorian Governments.



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*boxhill.edu.au*

OR CALL

*1300 BOX HILL*

#### BOX HILL INSTITUTE GROUP

465 Elgar Road, Box Hill, Victoria

#### BOX HILL CAMPUSES

##### Elgar Campus

465 Elgar Road, Box Hill

##### Nelson Campus

853 Whitehorse Road, Box Hill

##### Whitehorse Campus

1000 Whitehorse Road, Box Hill

#### CITY CAMPUS

##### Centre for Adult Education (CAE)

253 Flinders Lane, Melbourne

#### LILYDALE CAMPUS

##### Lilydale Lakeside Campus

Jarlo Drive, Lilydale