



RTO #31254

# CLET TRAINING

*Where experience is acknowledged!*

**CHC42015**

Certificate IV in Community Services



NATIONALLY RECOGNISED  
TRAINING



## CHC42015 - Certificate IV in Community Services



**Been working with the community for years? Convert those skills to a nationally recognised qualification in community services through RPL with CLET today.**

The community services sector is vast and covers a large range of job roles. If you are current or former police, are a nurse or have been working in the health sector, or have experience in any of the large number of community organisations that support those in need, then you may be eligible for the CLET CHC42015 Certificate IV in Community Services via RPL.

The CLET CHC42015 Certificate IV in Community Services is a specialist nationally recognised qualification that demonstrates your experience in the community sector, including exposure to substance abuse, victims of crime, domestic or intimate partner violence, crisis response and mental health issues.

Apply for RPL with CLET today and let the RPL Team support you through the assessment process. Converting your skills to a nationally recognised qualification such as the CHC42015 Certificate IV in Community Services will help civilian employers understand the depth of your experience and existing skills.

### Qualification Details



## Certificate IV in Community Services

Qualification Code:	CHC42015
Application Completion Time:	28 days
Gap Training:	No
Qualification Awarded:	Certificate IV
Delivery Mode:	RPL
Units Recognised:	15
Nationally Recognised Training:	Yes



RPL Review and assessment can take a minimum of 28 days to complete



## Units Assessed

The following units of competency are the core units plus possible electives for the CHC42015 - Certificate IV in Community Services. During the assessment process the RPL team will select the most appropriate electives to reflect your employment experience.



## Units Assessed: CHC42015 - Certificate IV in Community Services



Code	Unit name
CHCADV001	Facilitate the interests and rights of clients
CHCCCS004	Assess co-existing needs
CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCPRP001	Develop and maintain networks and collaborative partnerships
HLTWHS003	Maintain work health and safety
Possible Electives	
CHCAOD001	Work in an alcohol and other drugs context
CHCCCS003	Increase the safety of individuals at risk of suicide
CHCCCS019	Recognise and respond to crisis situations
CHCCCS020	Respond effectively to behaviours of concern
CHCCDE003	Work within a community development framework
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCLEG002	Interpret and use legal information
CHCMHS001	Work with people with mental health issues



## What about Recognition of Prior Learning (RPL)?

### Recognition of prior learning is available on this qualification.

After reading the information provided on this qualification page, if you then decide to apply to have your knowledge and skills recognised towards this and/or other qualifications, you may click on the RPL Assessment button and complete the application form to commence the process.

Click on the following headings to learn more about the CLET recognition of prior learning (RPL) process.

### Who is eligible to apply for RPL?

CLET specialises in providing recognition of prior learning (RPL) to people who are current or former police, military, emergency services, nursing and all other government at all levels. WHY? Because that is where our workplace knowledge, experience and education is focused and current.

### RPL assessment is obligation free

The RPL assessment process is 'free of charge' and 'obligation free'. You only pay the RPL fee if you wish to be awarded with your qualification/s and receive the certificate/s after the assessment process is complete and you are advised of the result. We do this in recognition of the impeccable work you have done for our community.

### When RPL form is submitted

After you complete the RPL Assessment form, evidence to support your knowledge and skills is required. When this is received, CLET staff will commence the initial review of your experience against the criteria of one or more qualifications. On the application form you may elect the qualification/s you wish to be assessed against or ask for a general assessment.

1. The more evidence you provide that is relevant against the qualification/s criteria you wish to be assessed against, the easier it is for CLET staff to be confident you possess the knowledge and skills required.
2. If required, a competency conversation may be conducted over the phone



## RPL step by step process

The following list provides you with a step by step explanation of the RPL process.

- click on the RPL Assessment button
- complete all requested fields and submit
- read the next page that appears
- upload your evidence on this SECURE page (Scanned copies in a .zip file) or email.
- receive email and SMS confirmation
- CLET staff process. Evidence secured, returned or destroyed immediately after the assessment is conducted)
- receive result of initial review via email within 14 days or longer depending on amount of applications being processed
- you advise which qualification/s you would like to be formally assessment against
- formal assessment is conducted within a further 14 days and you are advised of outcome
- if successful, request certificate/s, payment is now due
- receive your qualification/s via registered post



## Evidence required

What evidence can be provided to support your application?

- current Resume or CV
- police officers - service history (important)
- relevant job descriptions
- letters of reference or commendation
- in service courses
- qualification transcripts
- PMKeys Service record
- course reports
- performance appraisal reports
- references
- personal self-assessment letter explaining your experience
- other information
- phone conversations to confirm knowledge and skills may be conducted

## CLET assessor experience

CLET assessors have a combined experience of over 100 years working in and with police, military, corrections, education, government at all levels, emergency services and the health sector. We have a combined collection of:





## University Degrees in:

- law
- criminology
- education
- psychology
- business
- arts with philosophy and psychology

## Master Degrees in:

- criminology
- business administration (MBA)
- policing, security and terrorism
- emergency management
- public health

## Vocational Qualifications in:

- training and assessment
- government
- policing
- justice
- investigations and mercantile agents
- driver training
- security and risk management
- integrated risk management
- business, HR, leadership and management
- security operations
- corrections
- counselling
- work health and safety, first aid

## RPL FEES - \$1200 (Full RPL Fee)

Initial RPL Review: NO FEE (Free of charge)- This is conducted when RPL Application and evidence received.

PROCEED TO AWARD: \$1200 - This fee is only due after initial review is completed, candidate then requests a full RPL assessment is conducted and decides to proceed to be awarded with the qualification. If candidate does not proceed to award, no fee is payable.

STATEMENT OF ATTAINMENT - FEE adjusted accordingly. This occurs when initial review is conducted, candidate then requests a full RPL assessment and is awarded PARTIAL RPL for selected units.

## Looking for a job?

### Possible job titles relevant to this qualification include:

This qualification supports community based positions such as:



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- Community worker
- ATOD worker
- Community support officer

## Contact Us

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