

Training Package

CHC99 Community Services

Qualifications

Diploma and Certificate IV in Community Services (common units)

This product has been noted (endorsed) by the National Training Quality Council (NTQC).

Competencies

CHCCD16A Undertake systems advocacy

CHCCOM3A Utilise specialist communication skills

CHCCOM4A Develop, implement and promote effective communication techniques

CHCP&R2A Contribute to policy development

CHCP&R3A Undertake research activities

CHCP&R4A Develop and implement policy

CHCNET3A Develop new networks

Description

This Toolbox supports learners at Certificate IV and Diploma levels and has a strong focus on research skills.

The setting is a simulated community centre (Carman Poldis Community Centre, CPCC) where the learners take on 'jobs'. The jobs are selected at the CPCC Reception. Each job relates to a competency (The job and competency names are similar).

- On selecting a job, the learner is sent into an 'office' that gives them access to all the resources necessary to carry out that job. Each job has one, two or three 'tasks' attached to it.
- The tasks are substantial pieces of work, supported by 'Activities' and additional resources (formal documents, informal information from people, handouts etc.).
- The activities differ from the other resources in that they contain interactive learning tasks in addition to content and collaboration resources.
- Learners are strongly guided as they complete the various jobs and follow structured pathways through the resources and the learning setting to defined endpoints.

The jobs and tasks reflect real-life situations, and the supporting resources aim to give the learner a variety of ways to acquire the required knowledge and skills. The learner has control over which resources he/she uses, and the jobs are self-contained so that they may be selected as required.

Toolbox Website

For further information, online previews, support and purchasing, visit:

<http://www.flexiblelearning.net.au/toolbox>

