ATTENTION: As much as we’d love to offer more, we can only offer one Free TAFE course per person. If you’ve already enrolled and commenced, or enrolled but didn’t complete a Free TAFE course at any Victorian TAFE in the past you will NOT be eligible for another and will need to pay tuition and materials fees when you enrol. Reach out to us if you think this is you.

Behind every community project and support service is a dedicated case manager, coordinating and delivering person-centred services to people who need assistance. If you want to work in community services as a case manager, a Diploma of Community Services Case Management Specialisation is right for you.

Enjoy the flexibility of online studies as you tackle new challenges and prepare yourself for a rewarding career in a sector that needs you. This course is only offered to students who are currently working in the industry or have worked in the industry previously. Take the opportunity to improve upon your existing skills and open new career pathways in case management.

Once you’ve completed your qualifications, you’ll have the skills and knowledge to autonomously offer support to individuals or groups within your community. You’ll learn to coordinate programs, develop new business opportunities and take every exciting day on a case-by-case basis.

This course is NOT an Australian Community Workers Association (ACWA) accredited course.

All applicants will be interviewed.

Times
Times are variable depending on students availability.

Career opportunities
- Care Advisor
- Care Coordinator
- Case Coordinator
- Case Worker
- Client Consultant
- Client Support Officer
- Service Coordinator
- Service Delivery Consultant
- Support Advisor
Opportunities for further study
- Graduate Certificate in Client Assessment and Case Management
- Advanced Diploma of Community Sector Management
- University study commencing at 2nd year level (most Universities grant credit for the first year of study)

Qualifications and Recognition
Upon successful completion of this course students will be eligible to receive the Diploma of Community Services Case Management Specialisation.

Specialist Course Information
N/A

Placement
A minimum of 100 hours. Recognition of current employment can be used as placement hours. Students are encouraged and supported to seek placement if they wish further or new experiences in the sector. Placement is arranged by: Institute

Material and Equipment Supplied by Students
Not Applicable

Entry Requirements
Mandatory entry requirements
- Applicants must be currently or previously have been, working in the sector.
- Mature aged - over 18 years of age
- Must have clear Police Check and WWCC.

Recommended entry requirements
- Suitable internet connectivity
- Suitable technology e.g. computer, video capabilities

Recognition of Prior Learning (RPL)
Many TAFE Gippsland courses offer Recognition of Prior Learning (RPL). To find out more visit the TAFE Gippsland website or contact us to discuss your options.

Course Cost
For an individual quotation of fees payable and material and equipment fees to be supplied by students, please visit your nearest TAFE Gippsland campus.

VET Student Loans
VET Student Loans are available to assist eligible students studying higher level vocational education and training (VET) qualifications to pay their tuition fees. Higher level VET qualifications are at those at a Diploma level and above. VET Student loans are capped at a maximum for each approved course of study and the amount of the loan cannot be greater than your remaining FEE-HELP balance. If eligible for a student loan, you can access up to $15,793 to help cover the tuition fees for this course. For more information about VET Student Loans and eligibility requirements, please click here.

Student Services
Student Services offers a range of services designed to meet student's social, emotional and educational needs. Contact Student Services on 1300 133 717.

Enquiries
To find out more, visit the TAFE Gippsland website, or contact TAFE Gippsland to express your interest.

Course modules
## Course Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CHCADV002</td>
<td>Provide advocacy and representation services</td>
</tr>
<tr>
<td>CHCCCS004</td>
<td>Assess co-existing needs</td>
</tr>
<tr>
<td>CHCCCS007</td>
<td>Develop and implement service programs</td>
</tr>
<tr>
<td>CHCCCOM003</td>
<td>Develop workplace communication strategies</td>
</tr>
<tr>
<td>CHCCSM004</td>
<td>Coordinate complex case requirements</td>
</tr>
<tr>
<td>CHCCSM005</td>
<td>Develop, facilitate and review all aspects of case management</td>
</tr>
<tr>
<td>CHCCSM006</td>
<td>Provide case management supervision</td>
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<tr>
<td>CHCDEV001</td>
<td>Confirm client developmental status</td>
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<tr>
<td>CHCDEV002</td>
<td>Analyse impacts of sociological factors on clients in community work and services</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
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<tr>
<td>CHCDIV003</td>
<td>Manage and promote diversity</td>
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<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCMGT005</td>
<td>Facilitate workplace debriefing and support processes</td>
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<tr>
<td>CHCPRP003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCSOH001</td>
<td>Work with people experiencing or at risk of homelessness</td>
</tr>
<tr>
<td>HLTWHS004</td>
<td>Manage work health and safety</td>
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National Provider Number 0417