



distance education certificate IV courses

GET **REAL** SKILLS
FOR **REAL** ISSUES

Prospectus



CONTENTS

■ TEEN CHALLENGE TRAINING	3
■ THE PEOPLE	3
■ COURSES	4
CHC41808 Certificate IV in Youth Work	4
CHC40508 Certificate IV in Mental Health	6
CHC40408 Certificate IV in Alcohol and Other Drugs	8
■ COST OF CERTIFICATE IV COURSES	10
■ STUDYING WITH TEEN CHALLENGE TRAINING	11
Delivery methods	11
Assessment	12
Payment of fees	12
Transfer between Part-time and Full-time status	13
Refunds	13
Outstanding Payments	13
Centrelink Allowances	13
Assessment extensions – Full-time students	14
Maintaining full-time enrolment status	14
■ ENROLLING WITH TEEN CHALLENGE TRAINING	15
How to enrol	15
Recognition of prior learning (RPL)	15
Credit transfer	15
Disability services	16
Language, literacy and numeracy assessment	16
Flexible learning and assessment procedures	16

Teen Challenge International (Qld) Inc is affiliated with the Australian Christian Churches (Queensland Conference).

Teen Challenge Training is a Registered Training Organisation (National Provider No. 31229) registered by the Queensland Department of Education, Training and the Arts.

At Teen Challenge Training, we want to equip students with the skills, knowledge and experience to make a real difference in the lives of young people.

Teen Challenge Training offers a range of nationally accredited Certificate IV courses with the convenience of distance education, and your choice of either full time or part time study. Our lecturers and staff are highly qualified and their experience in youth work and ministry will impact and encourage you in your own work and ministry.

THE PEOPLE



Alanna Fraser
Manager, Training and Program Development

Within Teen Challenge Queensland Alanna is responsible for ensuring that all programs and services, including accredited training courses, are developed and delivered in a manner that is consistent with applicable standards of best practice. She has been with TCQ since 2002 and with Teen Challenge Training since its inception in 2005. Alanna is passionate about equipping youth and community workers with the skills, knowledge and values needed to make a difference in their own community and beyond.

Craig Watson
Program Operations Manager

Craig is currently the manager of the Drug and Alcohol Residential Treatment Centre based in Toowoomba (New Life Centre), and the Crisis Accommodation Centre in Brisbane (New Hope House). Prior to this appointment Craig was a Case Worker within the New Life Centre program for 4 years. Craig also brings experience from his own journey out of drug addiction into his delivery of training.



courses through teen challenge training

CHC41808 CERTIFICATE IV in youth work

The **Certificate IV in Youth Work** is for people who want to develop and coordinate programs for young people through a range of Church and community-based services designed to address the social, behavioural, health, welfare, developmental and protection needs of young people. To successfully gain the Certificate students must complete 16 units made up of 13 compulsory and 3 elective units as well as a vocational placement.

Career Opportunities

The following is a sample list of occupations that this qualification can be beneficial for:

- Youth Worker in Church or Community Organisation
- Youth Pastor
- School Chaplain
- Youth and Family Resource Officer
- Youth Service Coordinator
- Community Development Worker (Youth)
- Support worker residential
- Youth case worker
- Recreational youth activities worker
- Community development worker (youth)
- Youth alcohol and other drugs worker



Duration

Full-time* 12 months (1 year)
Study load (including vocational placement):
approx. 25 hours per week for 43[#] weeks

Part-time** 24 months (2 years)
Study load (including vocational placement):
approx. 12 hours per week for 43 weeks per year for 2 years

*Centrelink allowances may be available for full-time students who are eligible (see 'Fees & Charges – Centrelink allowances').

**This is the maximum amount of time students can take to complete the course. Students enrolled part-time may complete the course sooner if they desire (e.g. within 18 months)

[#]The remaining 9 weeks (i.e. 43 weeks + 9 weeks = 52 weeks in the year) are holidays which you may take at your discretion. Please note, however, that if you receive Centrelink study payments, you must not fall behind the 'Return of Work Schedule' which you will receive upon enrolment, otherwise you may incur a debt with Centrelink.

UNITS OF competency

Compulsory units

These are the 13 **compulsory** units that must be completed:

- CHCCD412B Work within a community development framework
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS400B Work within a relevant legal and ethical framework
- ** CHCCS422A Respond holistically to client issues and refer appropriately
- CHCICS406A Support client self-management
- ** CHCYTH401B Engage respectfully with young people
- ** CHCYTH402B Work effectively with young people in the youth work context
- ** CHCYTH403B Support young people to create opportunities in their lives
- * HLTHIR403C Work effectively with culturally diverse clients and co-workers
- ** HLTOHS300B Contribute to OHS processes
- * CHCYTH407D Respond to critical situations
- ** CHCCS403B Provide brief intervention
- * CHCMH402A Apply understanding of mental health issues and recovery processes

* Units completed at intensive

** Units with a Vocational Placement component

Electives Units

3 **elective** units must be selected from the list below and completed:

- CHCAOD402B Work effectively in the alcohol and other drugs sector
- ** CHCMH401A Work effectively in mental health settings
- CHCMH403A Establish and maintain communication and relationships to support the recovery process
(prerequisite: must have completed CHCMH401A)
- ** CHCMH404A Conduct assessment and planning as part of the recovery process
(prerequisite: must have completed CHCMH401A)
- ** CHCMH405A Work collaboratively to support recovery process
(prerequisite: must have completed CHCMH401A)
- CHCMH408B Provide Interventions to meet the needs of consumers with mental health and AOD
(prerequisite: must have completed CHCMH401A)
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
- CHCCS521A Assess and respond to individuals at risk of suicide
- ** CHCAOD408A Assess needs of clients with alcohol and/or other drugs issues
- ** CHCAOD411A Provide interventions for people with alcohol and other drug issues
- ** CHCCM404A Undertake case management for clients with complex needs
- CHCORG405C Maintain an effective work environment
- ** CHCOHS312B Follow safety procedures for direct care work
- ** CHCAOD406D Work with clients who are intoxicated
- CHCCS401B Facilitate responsible behaviour
- CHCCS426A Provide support and care relating to loss and grief
- CHCCLD315A Recognise stages of lifespan development
- CHCNET402A Establish and maintain effective networks
- CHCDFV301A Recognise and respond appropriately to domestic and family violence
- CHCGROUP403D .. Plan and conduct group activities

** Units with a Vocational Placement component

CHC40508 CERTIFICATE IV in mental health

The **Certificate IV in Mental Health Work** is for people who work or volunteer in Churches or the community service industry providing support services to people with mental health issues. To successfully gain the Certificate students must complete 15 units and a Vocational Placement.

Career Opportunities

The following is a sample list of occupations that this qualification can be beneficial for:

- Worker in Church or Community Organisation
- Pastor
- Case Worker
- Family support worker
- Mental health outreach worker
- Chaplain
- Welfare worker
- Mental health rehabilitation support worker



Duration

Full-time* 12 months (1 year)
Study load (including vocational placement):
approx. 23 hours per week for 43[#] weeks

Part-time** 24 months (2 years)
Study load (including vocational placement):
approx. 11 hours per week for 43 weeks per year for 2 years

*Centrelink allowances may be available for full-time students who are eligible (see 'Fees & Charges – Centrelink allowances').

**This is the maximum amount of time students can take to complete the course. Students enrolled part-time may complete the course sooner if they desire (e.g. within 18 months)

[#]The remaining 9 weeks (i.e. 43 weeks + 9 weeks = 52 weeks in the year) are holidays which you may take at your discretion. Please note, however, that if you receive Centrelink study payments, you must not fall behind the 'Return of Work Schedule' which you will receive upon enrolment, otherwise you may incur a debt with Centrelink.

UNITS OF competency

◆ Compulsory units

These are the 15 units that must be completed:

- CHCAOD402B Work effectively in the alcohol and other drugs sector
- CHCCS400B Work within a relevant legal and ethical framework
- ** CHCMH401A Work effectively in mental health settings
- * CHCMH402A Apply understanding of mental health issues and recovery processes
- CHCMH403A Establish and maintain communication and relationships to support the recovery process
- ** CHCMH404A Conduct assessment and planning as part of the recovery process
- ** CHCMH405A Work collaboratively to support recovery process
- * HLTHIR403B Work effectively with culturally diverse clients and co-workers
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
- ** HLTOHS300B Contribute to OHS processes
- CHCCS521A Assess and respond to individuals at risk of suicide
- CHCCOM403A Use targeted communication skills to build relationships
- * CHCCS403B Provide brief intervention
- * CHCYTH407D Respond to critical situations
- CHCMH408B..... Provide interventions to meet the needs of consumers with mental health and AOD issues

* Units completed at intensive

**Units with a Vocational Placement component

CHC40408 CERTIFICATE IV in alcohol and other drugs

The **Certificate IV in Alcohol and Other Drugs** is for people who work or volunteer in Churches or the community service industry providing support services to people requiring support around these issues. To successfully gain the Certificate students must complete 16 units made up of 14 compulsory and 2 elective units, and a Vocational Placement.

Career Opportunities

The following is a sample list of occupations that this qualification can be beneficial for:

- Youth Worker in Church or Community Organisation
- Youth Pastor
- School Chaplain
- Family Support Worker
- Drug and Alcohol Worker/Counsellor
- Outreach Worker
- Community Support Worker (Youth)
- Case worker



Duration

Full-time* 12 months (1 year)
Study load (including vocational placement):
approx. 23 hours per week for 43[#] weeks

Part-time** 24 months (2 years)
Study load (including vocational placement):
approx. 11 hours per week for 43 weeks per year for 2 years

*Centrelink allowances may be available for full-time students who are eligible (see 'Fees & Charges – Centrelink allowances').

**This is the maximum amount of time students can take to complete the course. Students enrolled part-time may complete the course sooner if they desire (e.g. within 18 months)

[#]The remaining 9 weeks (i.e. 43 weeks + 9 weeks = 52 weeks in the year) are holidays which you may take at your discretion. Please note, however, that if you receive Centrelink study payments, you must not fall behind the 'Return of Work Schedule' which you will receive upon enrolment, otherwise you may incur a debt with Centrelink.

UNITS OF competency

◆ Compulsory units

These are the 14 **compulsory** units that must be completed:

- CHCAOD402B Work effectively in the alcohol and other drugs sector
- CHCCS400B Work within a relevant legal and ethical framework
- ** CHCAOD408A Assess needs of clients with alcohol and/or other drugs issues
- ** CHCAOD411A Provide interventions for people with alcohol and other drug issues
- ** CHCCM404A Undertake case management for clients with complex needs
- CHCORG405C Maintain an effective work environment
- * HLTHIR403C Work effectively with culturally diverse clients and co-workers
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
- ** CHCOHS312B Follow safety procedures for direct care work
- CHCCOM403A Use targeted communication skills to build relationships
- * ** CHCCS403B Provide brief intervention
- * CHCYTH407D Respond to critical situations
- HLTFA301B Apply first aid
- * CHCMH402A Apply understanding of mental health issues and recovery processes

*Units completed at intensive

**Units with a Vocational Placement component

◆ Electives Units

2 **elective** units must be selected from the list below and completed:

- ** CHCYTH401B Engage respectfully with young people
- ** CHCYTH402B Work effectively with young people in the youth work context
(prerequisite: must have completed CHCYTH401B)
- ** CHCYTH403B Support young people to create opportunities in their lives
(prerequisite: must have completed CHCYTH401B)
- CHCCD412B Work within a community development framework
- ** CHCCS422A Respond holistically to client issues and refer appropriately
- CHCICS406A Support client self-management
- ** HLTOHS300B Contribute to OHS processes
- CHCCS521A Assess and respond to individuals at risk of suicide
- ** CHCAOD406D Work with clients who are intoxicated
- CHCCS401B Facilitate responsible behaviour
- CHCCS426A Provide support and care relating to loss and grief
- CHCCLD315A Recognise stages of lifespan development
- CHCNET402A Establish and maintain effective networks
- CHCDFV301A Recognise and respond appropriately to domestic and family violence
- CHCGROUP403D .. Plan and conduct group activities
- ** CHCMH401A Work effectively in mental health settings
- CHCMH403A Establish and maintain communication and relationships to support the recovery process
(prerequisite: must have completed CHCMH401A)
- ** CHCMH404A Conduct assessment and planning as part of the recovery process
(prerequisite: must have completed CHCMH401A)
- ** CHCMH405A Work collaboratively to support recovery process
(prerequisite: must have completed CHCMH401A)
- CHCMH408B Provide Interventions to meet the needs of consumers with mental health and AOD issues
(prerequisite: must have completed CHCMH401A)

**Units with a Vocational Placement component

cost of certificate iv courses

As of the 1st of February 2012, the cost of full Certificate IV courses offered by Teen Challenge Training is **\$2,374.00** each.

(Includes \$150 non-refundable enrolment fee and all learning material)

Fees Schedule

Upon enrolment students will pay **\$706.00**. This is made up of one quarter of the course fees and the non-refundable enrolment fee. Three more payments of **\$556.00** each will be made as the student progresses through the course. These payments will be made every three months (Full Time) or six months (Part time) or when the student is ready to commence their next cluster of units.

**Students who enrol in more than one course will only pay the one enrolment fee of \$150.00. Students who have previously completed a Certificate IV course through Teen Challenge Training will have the enrolment fee waived for any future study undertaken with Teen Challenge Training.

Cost for Individual Units

Students wishing to enrol in individual units will pay \$139.00 per unit.

studying with teen challenge training

DELIVERY methods

1. Distance Education

The majority of the course is delivered by distance education which means you can study when you want to – fitting it in with your work, family or other commitments. Each subject is provided on CD or on line via our *Moodle student system* which includes all learning and assessment material for that subject.

Computer requirements

Students will need to have access to a computer with internet access.

	PC	MACINTOSH
Processor	Pentium III or higher	G3 or higher
RAM	256Mb minimum	Same
Hard Drive	200Mb free recommended	Same
Operating System (Minimum Requirements)	Windows 2000 or later	Mac OS 8.1 through OS X
Programs	Microsoft Word	Same
Video Display	800 x 600 or better	Same
Drives	CD-Rom Drive (16x or faster)	Same
Sound	Sound card and speakers	Same
Internet	Dial-up speed (minimum)	Same
Email	Own e-mail address (with ability to send file attachments)	Same

Software requirements

- Adobe Reader (download for free from www.adobe.com)
- Flash Player (download for free from www.macromedia.com)
- Microsoft Word or equivalent such as *Open Office
(*download for free from www.openoffice.org)

2. In-class Intensive

There is a compulsory in-class intensive held in Brisbane each year for students enrolled in a Certificate IV course. During the intensive students will attend a series of lectures and interactive workshops. Assessment will be performed during this time (e.g. observation of role plays). When students receive their confirmation of enrolment they will be informed of their intensive dates.

3. Vocational Placement

A vocational placement is structured workplace learning that prepares you for the workforce. The experience in the workplace will:

- help you link knowledge and skills with jobs; and
- help you to better understand theory you have learnt by putting it into practice.

It is different from work experience. Instead of just observing what goes on, you are given the opportunity to do tasks related to your vocational course.

Students will be required to locate an appropriate workplace (subject to approval) in their area for undertaking vocational placement. Teen Challenge Training is able to assist students having difficulty locating a workplace to undertake the Vocational Placement. Information about the requirements for the vocational placement will be sent to students upon enrolment.

Assessment

Assessment methods include:

- **Written tasks**
Written tasks consist of a range of written questions which the student is required to address by providing short written answers, true or false, or short essay responses.
- **Observation of performance**
For some assessments you will be required to respond by role play to scenarios that simulate the workplace. An assessor will observe your responses and assess you according to your demonstrated competency in addressing the situation. This assessment is normally used during the in-class intensive.
- **Supervisor's reports**
During the vocational placement component of the course you will be observed and assessed on your work performance by your workplace supervisor. You will be assessed against criteria in your training plan which will be explained to you before the placement commences.

Alternative assessment methods are available for students upon request.

Payment of Fees

The enrolment fee and first subject fees payment are payable at the time of enrolment. Fees can be paid by:

1. Cheque / Money Order
2. Credit Card
3. Direct Deposit

Transfer between Full-Time and Part-Time status

Students may wish to transfer their enrolment status between full time and part time for a number of reasons; to start receiving Centrelink, to allow them more time to complete the course etc. Enrolment status can be changed at any time by submitting the request in writing and payment of the administration fee of \$50.00.

Refunds

- The \$150.00 enrolment fee is non-refundable
- A unit may be withdrawn from and fees refunded if an 'Application for Refund of Fees' form is received within four (4) weeks of enrolment in the unit. An application may contain more than one unit withdrawal
- No refunds will be given for units where assessment items have been submitted
- A processing fee of \$10.00 will be deducted from the total being refunded.

Outstanding Payments

If you have outstanding payments to Teen Challenge you may not be eligible to:

- Graduate with full award;
- Undertake/submit assessment;
- Continue study;
- Enrol into further study with Teen Challenge.

Centrelink Allowances

For further information contact Centrelink on 13 24 90 (Youth and Student Services) or visit www.centrelink.gov.au

Please note: If you do not meet your study commitments while in receipt of Centrelink Allowances you may be required to repay all the allowance paid to you for that period. Centrelink performs regular checks on work performance. It is your responsibility to ensure that you maintain the required work load in accordance with the contract you have entered into with Centrelink.

Assessment extensions for full-time students

Upon commencement of the course you will be provided with a **Return of Work Schedule** which outlines when assessment is due. All assessment is due on the last day of the nominated month.

If you require an extension you will need to lodge an application form. To do so fill out the appropriate sections on the assessment cover sheet along with a written reason for the extension and lodge it no later than 5 working days before the assessment's due date.

If your application is accepted your assessment will be granted an extension of one month and therefore be due at the end of the following month. If you require longer than this date please indicate on your application form.

Maintaining full time enrolment status

If a student falls 3 months behind the due dates for submitting their assessment as per their Return of Work Schedule they will be transferred to Part Time status and incur the \$50.00 administration fee. Teen Challenge Training will endeavour to contact students before this occurs, however if Teen Challenge Training is unable to contact the student and the student has not made contact with Teen Challenge Training the students enrolment will be transferred to Part Time status. The change in enrolment status will be effective from the date the student became 3 months behind in submitting assessment.

A student may contact Teen Challenge Training to discuss any difficulties they are having in meeting their return of work schedule and Teen Challenge Training will provide appropriate assistance to support the student to meet their course requirements and maintain their full time enrolment status.

If your enrolment status changes at anytime it is your responsibility to notify Centrelink if you are receiving benefits from them.

enrolling with teen challenge training

HOW TO enrol

You can lodge your enrolment into a Teen Challenge Training course anytime. If we receive your enrolment by the 23rd of the month your official commencement date will be the first of the next month; if it is received after the 23rd your official commencement date will be the first of the *following* month (i.e. the commencement date of an enrolment received on the 24th of January will be the first of *March*).

How to enrol in a Teen Challenge Training course:

1. Read the information in this Course Prospectus
2. Reading the Student Handbook (policies and procedures – on website)
3. Complete a 'Course Enrolment Form' (on website)
4. Attach payment or include payment details (e.g. credit card).
5. Attach "Entry Requirements" evidence (see course enrolment form on website)
6. Mail to: Registrar
Teen Challenge Training
PO Box 3376
South Brisbane Qld 4101

Upon acceptance of your enrolment, you will be sent an enrolment pack which contains orientation, course and subject information.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and competencies obtained through formal and informal training, study, work, and life experience. For information regarding RPL please refer to the 'Student Handbook', section '8.2 Recognition of Prior Learning'.

Credit Transfer

Credit transfer is the granting of credit for units of competency completed through another training organisation, or even through this training organisation but in a different course. If you would like to apply for credit transfer, please attach a certified copy of the relevant Statement of Attainment to the Course Enrolment Form and tick 'credit transfer documentation attached'.

Disability Services

If you have a disability it is important to make your needs known to help us plan for your learning support if required. Please indicate your disability on your enrolment form (information about your disability will be treated with confidentiality).

Language, Literacy & Numeracy Assessment

A student's language, literacy and numeracy level will be assessed by their response to 'Entry Requirements 1.' Support is given to students who may require assistance to meet course requirements. Staff can offer limited literacy and numeracy support and referrals to support services appropriate to student needs.

Language, Literacy & Numeracy courses can be found at:

Centrelink	13 10 21
TAFE Queensland	1300 30 8233
WELL (Workplace English Language and Literacy Programme)	02 6240 7333

Flexible Learning & Assessment Procedures

Requests for flexible delivery of training and assessment are welcome and we will provide flexibility in access to course materials and assessment tasks. Students who are unable to access the course are offered guidance on alternative training and referred to appropriate services. Students will be asked to complete a survey during the undertaking of their course to assist Teen Challenge Training in its continuous improvement of the structure of the course. Students who would benefit from alternative learning and assessment processes should contact Teen Challenge Training.