

Certificate IV in Employment Services CHC42008



NATIONALLY RECOGNISED
TRAINING



NSW Vocational
Education & Training
Accreditation Board

COMPULSORY UNITS (7 UNITS)

CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400A	Work within a relevant legal and ethical framework
CHCES311A	Work effectively in employment services
CHCES411A	Collect, analyse and apply labour market information
CHCES415A	Monitor and improve contracted employment services
CHCORG405C	Maintain an effective work environment
HLTOHS300A	Contribute to OHS processes

EXAMPLE ELECTIVE SELECTION (7 ELECTIVES)

CHCES404B	Promote clients to employers
CHCES413A	Develop and monitor employment plans with clients
CHCES416A	Plan and provide job search support
CHCCDP501B	Liaise with employers to promote flexible work arrangements
CHCES502B	Research and report on labour market information
CHCDIS301A	Work effectively with people with a disability
CHCES511A	Manage contracted employment services

MANY MORE ELECTIVE OPTIONS—TALK TO US FOR MORE INFORMATION

RECOGNITION OF PRIOR LEARNING (RPL)

Talk to us about gaining credit towards this qualification through the recognition of your existing skills, knowledge, previous studies or work and life experiences

Delivery Options

- ✓ Traineeships for New Staff
- ✓ Traineeships for Existing Staff
- ✓ Strategic Skills Program (SSP) funded training for Existing Workers and Job Seekers
- ✓ Fee-for-service (full or part qualification)

Delivery methods

- ✓ On-the-job training in the workplace
- ✓ Recognition of Prior Learning
- ✓ Distance education
- ✓ Classroom training

Course Pre-requisites

There are no formal pre requisites for this course, however, credit transfer may be available to students who have completed the Certificate III in Employment Services.

Participants must be able to read and write English to a sufficient standard to work with the supplied texts.

About the Course

This qualification is aimed at workers in the Employment Services Industry. These workers may work in Job Services Australia programs, Disability Employment Services, Apprenticeship Centres or other services that provide support to job seekers assisting them in locating, securing and maintaining suitable employment.

Job Roles

Possible job titles relevant to this qualification include:

- ✓ Employment Consultant
- ✓ Job Coach or Trainer
- ✓ Service Managers
- ✓ Reverse Marketer/ Employer Liaison Officer



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