

Certificate IV in Employment Services CHC42008



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



Work Savvy Pty Ltd
NTIS ID 91778

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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