



# Registering for your training

You can choose to complete all or part of the **Diploma of Social Housing CHC50808** or you can choose to participate in any of the training sessions simply as professional development training.

## Conditions of Registration

Please read the following conditions of registration carefully:

- Registration for all training is essential
- Courses may be cancelled at the discretion of the Federation and all registration fees fully refunded where appropriate.
- All Face to Face training will be held at the NSW Federation of Housing Associations, Suite 301, 64-76 Kippax Street, Surry Hills, unless otherwise indicated on this registration form or in the confirmation email. The location is subject to change
- Face to Face training times are 8.45am registration for a 9am start, finishing at 4pm.

## Cancellations and refunds

### Face to face training:

- Cancellations within 5 working days of the commencement date of the training **will not be refunded**, with the exception of on compassionate grounds.

### Distance delivery

- Cancellations within 5 working days of the date you have nominated to receive your distance pack materials **will not be refunded**, with the exception of on compassionate grounds.

### E Learning

- Cancellations must be made within 10 working days of the commencement date of the unit. After this two week period you will be invoiced for the full costs, with the exception of fees waived on compassionate grounds.

## Payment

No payment is required with this registration. A tax invoice will be send shortly.

**Please send your completed registration form to NSWFHA at:**

**email:** [JoanneB@communityhousing.org.au](mailto:JoanneB@communityhousing.org.au)

**Phone:** (02) 9281 7144 – ext 205

**fax:** (02) 9281 7603

**mail:** Suite 301, 64-76 Kippax Street, Surry Hills NSW 2010



# 2012

## Diploma of Social Housing

CHC50808

Ms/Mr/Other \_\_\_\_\_ First Name(s) \_\_\_\_\_

Family name \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Organisation \_\_\_\_\_ NSWFHA Member: Y / N

Your Managers name: \_\_\_\_\_

### Face to Face Delivery:

Do you have any specific dietary requirements?

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### Details for invoice

Party responsible for payment: Myself / Organisation (please circle)

Postal address for invoice: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Name addressee: \_\_\_\_\_

## Additional Personal Information

*The following information is required by us as part of 'Essential Conditions and Standards for Continuing Registration' as a Registered Training Organisation (RTO). Your personal information will only be used for the purposes of our compliance with AQTF standards and to ensure your training needs are met. All information in this section kept strictly confidential.*

<b>1.</b>	<b>Birth date (Day/month/year):</b>
<b>2</b>	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>3</b>	<b>What is the address of your usual residence?</b>
<b>4</b>	<b>In which country were you born?:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other: _____
<b>5</b>	<b>Do you speak a language other than English at home? :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify: _____
<b>6</b>	<b>If yes, how well do you speak English?</b> <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>7</b>	<b>Are you of Aboriginal or Torres Strait Islander origin?:</b>  <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No
<b>8</b>	<b>Do you consider yourself to have a disability?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify from the following list (you may note more than one) Hearing/Deaf; Physical, Intellectual, learning, Mental Illness, Acquired Brain Impairment, Vision, Medical condition Other: _____
<b>9</b>	<b>What is your highest completed school level?</b> <input type="checkbox"/> Yr 8 or below <input type="checkbox"/> Yr 9 <input type="checkbox"/> Yr10 <input type="checkbox"/> Yr11 <input type="checkbox"/> Yr12 <input type="checkbox"/> Other: _____
<b>10</b>	<b>In what year did you complete that school level?</b> _____
<b>11</b>	<b>Are you still attending secondary school?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>12</b>	<b>Have you successfully completed post secondary qualifications?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13</b>	<b>If yes, which qualification?</b> <input type="checkbox"/> Bachelor Degree or higher <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma, <input type="checkbox"/> Certificate IV, <input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other: _____
<b>14</b>	<b>Employment type:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Unemployed – seeking employment <input type="checkbox"/> Unemployed - not seeking employment
<b>15</b>	<b>Of the following categories, which best describes your main reason for undertaking this qualification?</b> <input type="checkbox"/> To get a job <input type="checkbox"/> Try for a different career <input type="checkbox"/> To get a better job/promotion <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> Personal interest/self development, other): _____



# 2012

## Diploma of Social Housing CHC50808

# Registration Form

Pre-requisites	Training	Method: please circle	Date
<b>CLASS FULL</b>	CHCCH301A: Work effectively in social housing	Online	Commencing 25 <sup>th</sup> June Duration: 4 weeks
		No Face to face	
<input type="checkbox"/>	CHCCH410A: Manage and maintain tenancy agreements and services	Face to face (2 day session)	Wednesday 28 March & Thursday 29 <sup>th</sup> March <b>(CLASS FULL)</b>  Wednesday 20 <sup>th</sup> June & Thursday 21 <sup>st</sup> June
<b>CLASS FULL</b>	CHCCH427A: Work effectively with people experiencing or at risk of homelessness	Online	Commencing: 1 <sup>st</sup> February Duration: 6 weeks
		No face to face	

\*= if claiming previous credit, please provide evidence, e.g. copy of transcript

**The above 3 pre-requisite units must be completed to achieve the Diploma qualification**

**Packaging rules** -18 units must be selected to complete this qualification, comprising of a minimum of:

- 7 core units
- 11 elective units

*These do not have to be completed in 12 months*

Please register me for the following CORE units:

Compulsory Units	Training	Method	Date
<input type="checkbox"/>	HLTOHS500A: <b>Manage OHS processes</b>	Online	Commencing: 5 <sup>th</sup> February Duration: 5 weeks
<input type="checkbox"/>	CHCCS502A: <b>Maintain legal and ethical work practices</b>	Online	Commencing: 16 <sup>th</sup> March Duration: 8 weeks
<b>CLASS FULL</b>	CHCORG428A: <b>Reflect and improve own professional practice</b>	Online	Commencing: 7 <sup>th</sup> May Duration: 6 weeks
<b>CLASS FULL</b>	<i>Support and networks</i> CHCNET501A: <b>Work effectively with other services and networks</b> <b>NOTE:</b> this unit is delivered with CHCCS419B: 'Provide services to clients' as part of Certificate IV schedule. The two units are combined. If you complete CHCCS419B, it will be mentioned on the Statement of Attainment.	Face to face	Wednesday 23 <sup>rd</sup> May
<b>CLASS FULL</b>	CHCCS604A: <b>Manage the delivery of quality services to clients</b>	Online	Commencing: 2 <sup>nd</sup> July Duration: 8 weeks
<b>CLASS FULL</b>	CHCORG506C: <b>Co-ordinate the work environment</b>	Online	Commencing: 3 <sup>rd</sup> September Duration: 8 weeks
<input type="checkbox"/>	<i>Support and networks</i> CHCNET501A: <b>Work effectively with other services and networks</b> <b>NOTE:</b> this unit is delivered with CHCCS419B: 'Provide services to clients' as part of Certificate IV schedule. The two units are combined. If you complete CHCCS419B, it will be mentioned on the Statement of Attainment.	Online	24 <sup>th</sup> September Duration: 6 weeks

<b>CLASS FULL</b>	<p>CHCCOM504A: <b>Develop, implement &amp; promote effective workplace communication</b></p> <p><b>NOTE:</b> this unit is only delivered in combination with BSBWOR502A: Ensure team effectiveness (Diploma elective)</p>	<p>Online</p> <p>In combination with elective BSBWOR502A (Diploma Elective)</p>	<p>Commencing: 2<sup>nd</sup> October</p> <p>Duration: 8 weeks</p>
<b>CLASS FULL</b>	<p><i>Support and networks</i></p> <p>CHCNET501A: <b>Work effectively with other services and networks</b></p> <p><b>NOTE:</b> this unit is delivered with CHCCS419B: 'Provide services to clients' as part of Certificate IV schedule. The two units are combined. If you complete CHCCS419B, it will be mentioned on the Statement of Attainment.</p>	<p>Online</p>	<p>Commencing: 14<sup>th</sup> November</p> <p>Duration: 6 weeks</p>

**Please register me for the following ELECTIVE units:**

Elective units	Training	Method	Date
<b>Please tick your selected units</b>			
<input type="checkbox"/>	<p>CHCORG627B: <b>Provide mentoring support to colleagues</b></p>	<p>Online</p>	<p>Commencing: 1<sup>st</sup> February</p> <p>Duration: approx 4 mths</p>
<input type="checkbox"/>	<p><i>Complex needs</i></p> <p>CHCCS504A: <b>Provide services to clients with complex needs</b></p> <p><b>Plus</b></p> <p>CHCCS416A: <b>Assess and provide services for clients with complex needs</b></p>	<p>Face to face</p>	<p>Wednesday 22<sup>nd</sup> February</p>
<b>CLASS FULL</b>	<p>CHCAD506A: <b>Represent the organisation in a court or tribunal</b></p>	<p>Face to face:</p> <p><b>2 day session</b></p>	<p>Tuesday 3<sup>rd</sup> April +</p> <p>Wednesday 4<sup>th</sup> April</p>

<p><b>CLASS FULL</b></p>	<p><b>Understanding culture</b>          HLTHIR403B: <b>Work effectively with culturally diverse clients and co-workers</b> <b>Plus</b>          HLTHIR404B: <b>Work effectively with Aboriginal and/or Torres Strait Islander people</b></p>	<p>Face to Face</p>	<p>Wednesday 18<sup>th</sup> April</p>
<p><input type="checkbox"/></p>	<p><b>Complex needs</b>          CHCCS504A: <b>Provide services to clients with complex needs</b>  <b>Plus</b>          CHCCS416A: <b>Assess and provide services for clients with complex needs</b></p>	<p>Online</p>	<p>Commencing: 2<sup>nd</sup> May          Duration: 6 weeks</p>
<p><input type="checkbox"/>  <b>2 Spaces Remaining</b></p>	<p><b>Understanding culture</b>          HLTHIR403B: <b>Work effectively with culturally diverse clients and co-workers</b> <b>Plus</b>          HLTHIR404B: <b>Work effectively with Aboriginal and/or Torres Strait Islander people</b></p>	<p>Online</p>	<p>Commencing: 18<sup>th</sup> June          Duration: 6 weeks</p>
<p><input type="checkbox"/></p>	<p>CHCORG627B: <b>Provide mentoring support to colleagues</b></p>	<p>Online</p>	<p>Commencing: 3<sup>rd</sup> July          Duration: approx 4 mths</p>
<p><input type="checkbox"/></p>	<p><b>Understanding culture</b>          HLTHIR403B: <b>Work effectively with culturally diverse clients and co-workers</b></p>	<p>Face to Face</p>	<p>Commencing: 18<sup>th</sup> July  <b>NOTE: Ashfield Training Location</b></p>
<p><b>CLASS FULL</b></p>	<p><b>Inspection, vacancies &amp; Leasehold properties</b>          CHCCH424B: <b>Manage leasehold properties</b>  <b>NOTE:</b> this unit is delivered with CPPDSM301A: 'Undertake property inspection' &amp; CHCCH416C 'Manage vacant properties' as part of Cert IV schedule. If you complete those two units, CPPDSM301A and CHCCH416C, they will be mentioned on the Statement of Attainment.</p>	<p>Online</p>	<p>Commencing: 25<sup>th</sup> July          Duration: 4 weeks</p>

<input type="checkbox"/>	CHCCS410A: Facilitate client participation in the organisation and its management	Distance Pack	From 27 <sup>th</sup> July For one month
<input type="checkbox"/>	<b>Complex needs</b> CHCCS504A: Provide services to clients with complex needs <b>Plus</b> CHCCS416A: Assess and provide services for clients with complex needs	Face to Face	Commencing: Wednesday 8 <sup>th</sup> August
<b>CLASS FULL</b>	CHCAD506A: Represent the organisation in a court or tribunal	Face to face: <b>2 day session</b>	Tuesday 11 <sup>th</sup> September + Wednesday 12 <sup>th</sup> September
<b>CLASS FULL</b>	BSBWOR502A: Ensure team effectiveness <b>NOTE:</b> only in combination with compulsory CHCCOM504A: Develop, implement & promote effective workplace communication.	Online	Commencing: 2 <sup>nd</sup> October Duration: 8 weeks
<b>CLASS FULL</b>	CHCLEG411A: Use relevant legislation in response to client needs	Online	Commencing: 8 <sup>th</sup> November Duration: 4 weeks
<input type="checkbox"/>	CHCAD506A: Represent the organisation in a court or tribunal	Face to face: <b>2 day session</b>	Tuesday 20 <sup>th</sup> November & Wednesday 21 <sup>st</sup> November

**Thank you for registering for your training with the NSW Federation of Housing Associations. You will receive your confirmation documents and details for your training session(s) shortly.**