



2010

Overview of the Certificate IV in Social Housing

This qualification covers workers who are engaged in delivering social housing services and support to tenants and residents, applicants and the community, including clients who are experiencing homelessness or at risk of experiencing homelessness. The qualification is also appropriate for policy workers in the non-government sector.

Entry requirements

It is recommended that candidates have experience working in the community housing, public housing, SAAP sector or real estate industry or currently completing a traineeship or hold a position in a social housing related service.

Course objectives

The Certificate IV in Social Housing CHC40908 is a qualification to build the skills and knowledge of workers in the social housing field, including community housing, public housing, Aboriginal housing and supported accommodation providers. The course provides a bigger picture of the social housing environment which includes legislative, regulatory, historical and philosophical frameworks. The course also provides knowledge and skills development in the tasks required to provide social housing management.

As a vocational qualification the Certificate IV in Social Housing:

- offers training drawn directly from experience, research and skills in the social housing sector
- provides knowledge that is strongly industry based
- provides information that focuses on best practice in the community and social housing sector
- provides the opportunity for skills development, professional reflection and building networks with peers in the community and social housing field.

Qualification packaging rules

15 units must be selected to complete this qualification, made up of:

- ◆ 10 compulsory units
- ◆ 5 selective units

A wide range of elective units is available and may include:

- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, units of competency packaged at this level or higher in other relevant Training Packages.

Delivery options

We offer a number of options for completion of this qualification:

Attend our training sessions. We provide an annual training program at our training room in Surry Hills in Sydney. Participants can attend the training days or select training sessions which immediately relate to their current work.

Complete units by distance delivery. You can complete the qualification by working through the distance training materials at your own pace and completing assessments. You need to be a self motivated learner and have strong support in the workplace to make the most of this method of learning. An assessor is on hand at the Federation to assist you with any enquiries or to discuss issues. More information is available from the [Distance Information Pack](#) .

E-Learning. Some units will be available to complete via e-learning in 2010. See [2010 Cert IV dates](#) for further information.

Recognition of Prior Learning (RPL). You can build a portfolio of your past experience and previous qualifications to demonstrate that you already have the skills and knowledge required to achieve the requirements for each unit of competency. This approach relies on you being able to gather and organise evidence to demonstrate to the assessor that you meet the performance criteria of each unit. The [RPL Information pack](#) provides further information and application forms.

Combination of these options. You can attend some training in person and combine this by completing some units by distance, e-learning and /or Recognition of Prior Learning (RPL).

REMEMBER: It is also OK to attend sessions on an individual basis as professional development.

Timeframe for completing the qualification

We recommend that you complete the Certificate IV in Social Housing CHC40908 within a maximum of 3 years from your commencement date to ensure your qualification is current. However, the delivery program for the Certificate IV in Social Housing is self paced. It is up to you to set your study timeframe for completing the qualification that suits your workplace and other commitments. In our experience, most people comfortably complete the qualification within 2 years. Our training co-ordinator can help you to set out a timeframe that best suits you and your circumstances and advise you on where to start.

Deferment of your course is allowed for a maximum of 1 year. You must apply in writing to the Training Co-ordinator stating the period for which you wish to defer your registration. The Manager of the Good Practice Unit will approve or decline your deferment.

Traineeships:

Traineeships are for a 2 year period. Trainees are expected to complete their training qualification within this period. This may vary for part time employees.

A note about assessments

You will be required to complete follow up reading and apply knowledge and skills in the workplace by completing assessment tasks. The nominal hours required for each unit are 25-30 hours. We aim to make the assessment tasks relevant, practical and on-the-job oriented. We also aim to provide

flexible assessment processes where appropriate to enable and support you in completing assessments.

A note about elective options

There are 5 elective units that need to be completed as part of this qualification. Electives have been grouped into work areas, for example, social housing, property industry, client services, community sector, advocacy and representation, etc. The Federation currently has 11 elective options available for face to face and distance delivery participants to choose from with the majority of these from the social housing electives grouping. We have also structured elective options to include more than 1 elective unit where appropriate. For RPL participants please refer to pages 10-13 of the RPL information pack available on our website.

Certification for the Certificate IV in Social Housing

The Certificate IV in Social Housing CHC40908 is an accredited course and therefore provides participants with the opportunity to attain a nationally recognised qualification. By attending and successfully completing the assessment task for each unit you have registered for you will be issued with a Statement of Attainment. You can also choose to go on and complete the full Certificate IV in Social Housing over a period of time via attending training, distance delivery, or through the Recognition of Prior Learning (RPL) process, or a combination of each of these. However, you may simply choose to attend the training as a one-off professional development training session. Statements of attendance will be issued on a request basis.

Participants Information Handbook

The Handbook provides a comprehensive guide for attending accredited training with CTSH including information on registration and cancellation, course structure, assessment guidelines, participant support, grievance procedures and quality assurance, and can be found and downloaded from our website. We also provide a copy of this handbook with your registration confirmation package

Bridging information

If you have partially or fully completed older versions of the Certificate IV in Social Housing and would like to discuss updating or bridging into the new qualification please contact the training co-ordinator, Estelle Lohman (ph: 02 9281 7144 ext 205 or email: estelle@communityhousing.org.au)

- For more information on our Certificate IV CHC40908 training schedule please go to: [2010 Cert IV dates](#)
- For more detailed information on each of the training units please go to: [Training Descriptors](#)
- For cost, venue and time information please go to: [Costs/Venue/Time](#)
- For general information about the Certificate IV in Social Housing CHC40908 qualification please go to: [Overview Certificate IV](#)
- To register for any of the scheduled training days please go to: [Registration Information](#)

Further information

If you have any questions about this training program please contact Estelle Lohman on:

Ph: (02) 9281 7144 ext 205

Email: estelle@communityhousing.org.au