

VICTORIAN PURCHASING GUIDE

CHC Community Services Training Package

Release 11.0
19 February 2026

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Victorian Purchasing Guide – Release History

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

| Training Package Release | Date VPG Approved | Comments |
|---|-------------------|---|
| CHC Community Services Training Package Release 11.0 | 19 February 2026 | This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 11.0 This release includes code changes to three qualifications in Children's Education and Care sector. |
| CHC Community Services Training Package Release 10.0 | 15 October 2025 | This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 10.0 This release includes code changes to four qualifications and one unit in the Community Services, Child/Youth/Family Intervention and Youth Work sectors. |
| CHC Community Services Training Package Release 8.0 & Release 9.0 | 26 May 2023 | This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 8.0 and Release 9.0. Release 8.0 This release includes qualifications and units in the Community Development, Community Services, Child/Youth/Family Intervention, Youth Work and Youth Justice Sectors. Release 9.0 This release includes a qualification and units in the Financial Counselling Sector. |
| CHC Community Services Training Package Release 7.0 | 18 April 2023 | This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 7.0. This release includes qualifications and units in the Individual Support, Ageing and Disability Sector. In addition, this purchasing guide now includes nominal hours for the unit CHCFIN005 Provide responsible online wagering services, endorsed in Release 4.0. |
| CHC Community Services Training Package Release 6.0 | 14 February 2022 | This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 6. This release includes one (1) new qualification and one (1) new unit in Community Safety Services. |
| CHC Community Services Training Package Release 5.0 | 25 October 2021 | This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 5.0 (July 2021) This release includes qualifications and units in the Children's Education and Care Sector incorporating: <ul style="list-style-type: none"> • Early Childhood Education and Care |

| Training Package Release | Date VPG Approved | Comments |
|---|-------------------|---|
| | | <ul style="list-style-type: none"> School Based Education Support School Age Education and Care. |
| CHC Community Services Training Package Release 4.0 | 28 July 2021 | <p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package in the major Release 4.0 (May 2021) and the minor Release 3.4 (March 2021)</p> <p>Release 4.0</p> <p>This release includes:</p> <ul style="list-style-type: none"> The revised <i>CHC42221 Certificate IV in Housing and associated units of competency</i>, and Two new units of competency <ul style="list-style-type: none"> CHCSOH024 Support sustainable tenancies CHCFIN005 Provide responsible online wagering services <p><i>Note nominal hours are yet to be allocated to the unit CHCFIN005 Provide responsible online wagering services pending further advice.</i></p> <p>Minor Release 3.4</p> <p>This release includes deletion of 3 'zero use' units of competency:</p> <ul style="list-style-type: none"> CHCDFV014 Provide programs for people who have been subjected to domestic and family violence CHCECD004 Establish and monitor Australian Apprenticeship arrangements CHCLAH007 Conduct a program for children and young people with special needs |
| CHC Community Services Training Package Release 3.0 | 4 March 2016 | <p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package Release 3. It includes qualifications and units of competency for:</p> <ul style="list-style-type: none"> Career Development and Employment Services Celebrancy Family Services, comprising: <ul style="list-style-type: none"> cross sector family services units children's contact services counselling and relationship counselling family dispute resolution financial counselling mediation relationship education statutory child protection (Graduate Certificate only – other qualifications have been endorsed through previous submissions) cross-sector areas – group work, additional client care and support units, additional professional practice units <p>Please refer to CHC Community Services Training Package Release 3.0 on the National Register for further details.</p> |

| Training Package Release | Date VPG Approved | Comments |
|--|-------------------|--|
| CHC Community Services Training Package Release 2.0 | 22 December 2015 | Release of revised minimum and maximum payable hours for CHC release 1 qualifications due to changed units. |
| CHC Community Services Training Package Release 2.0 | 4 November 2015 | <p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package Release 2. It includes qualifications in the following industry sectors:</p> <p>It includes qualifications and units of competency for:</p> <ul style="list-style-type: none"> • Community Sector & Development • Direct Client care • Cross sector units <p>In addition to:</p> <ul style="list-style-type: none"> • Children's & Youth Services <p>Please refer to CHC Community Services Training Package Release 2.0 on the National Register for further details.</p> <p>Please note: this Victorian Purchasing Guide only contains information on components within the CHC Community Services Training Package. For information on components from the CHC08 Community Services Training Package, please refer to the CHC08 Victorian Purchasing Guide.</p> |
| CHC Community Services Training Package Release No 1.3 | January 2015 | Editorial update. |
| CHC Community Services Training Package Release No 1.2 | 1 Aug 2014 | <p>This Victorian Purchasing Guide reflects the Department of Education and Early Childhood Development (DEECD) adjustment to maximum payable hours for qualifications:</p> <ul style="list-style-type: none"> • CHC50113 Diploma of Early Childhood Education and Care • CHC50213 Diploma of School Age Education and Care • CHC50313 Diploma of Child, Youth and Family Intervention • CHC50413 Diploma of Youth Work |

| Training Package Release | Date VPG Approved | Comments |
|---|-------------------|--|
| CHC Community Services Training Package Release No 1, 1.1.& 1.2 | 7 Feb 2014 | <p>This Victorian Purchasing Guide reflects the changes made to CHC Community Services Training Package Release 1, 1.1 and 1.2. It includes qualifications in the following industry sectors:</p> <ul style="list-style-type: none"> • Children’s Services • Education Support • Youth Work • Youth Justice • Child, Youth and Family Intervention <p>Please refer to CHC Community Services Training Package Release 1.2 on the National Register for further details.</p> <p>Please note: this Victorian Purchasing Guide only contains information on components within the CHC Community Services Training Package. For information on components from the CHC08 Community Services Training Package, please refer to the CHC08 Victorian Purchasing Guide.</p> |

Contents

| | |
|--|-----------|
| Introduction | 1 |
| What is a Victorian Purchasing Guide? | 1 |
| Registration | 1 |
| Transition..... | 1 |
| Qualifications | 2 |
| Units of Competency and Nominal Hours | 5 |
| Contacts and Links | 23 |
| Glossary | 25 |

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of CHC Community Services Release 11.0 is provided in the Training Package Companion Volume Implementation Guide.

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the CHC Community Services Release 11.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

Qualifications

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
|----------|--|-----------------------|-----------------------|
| CHC14015 | Certificate I in Active Volunteering | 157 | 165 |
| CHC22015 | Certificate II in Community Services | 299 | 315 |
| CHC24015 | Certificate II in Active Volunteering | 195 | 205 |
| CHC30125 | Certificate III in Early Childhood Education and Care | 1062 | 1118 |
| CHC30221 | Certificate III in School Based Education Support | 717 | 755 |
| CHC32015 | Certificate III in Community Services | 589 | 620 |
| CHC33021 | Certificate III in Individual Support | 903 | 950 |
| CHC34015 | Certificate III in Active Volunteering | 423 | 445 |
| CHC35021 | Certificate III in Community Safety Services | 535 | 563 |
| CHC40225 | Certificate IV in School Based Education Support | 874 | 920 |
| CHC40321 | Certificate IV in Child, Youth and Family Intervention | 874 | 920 |
| CHC40421 | Certificate IV in Youth Work | 988 | 1040 |
| CHC40521 | Certificate IV in Youth Justice | 860 | 905 |
| CHC41015 | Certificate IV in Celebrancy | 727 | 765 |
| CHC41115 | Certificate IV in Employment Services | 817 | 860 |
| CHC41215 | Certificate IV in Career Development | 836 | 880 |
| CHC42021 | Certificate IV in Community Services | 884 | 930 |
| CHC42121 | Certificate IV in Community Development | 931 | 980 |
| CHC42221 | Certificate IV in Housing | 907 | 955 |
| CHC42315 | Certificate IV in Chaplaincy and Pastoral Care | 808 | 850 |

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
|----------|--|-----------------------|-----------------------|
| CHC43015 | Certificate IV in Ageing Support | 1188 | 1250 |
| CHC43121 | Certificate IV in Disability Support | 689 | 725 |
| CHC43215 | Certificate IV in Alcohol and Other Drugs | 1252 | 1318 |
| CHC43315 | Certificate IV in Mental Health | 860 | 905 |
| CHC43415 | Certificate IV in Leisure and Health | 1002 | 1055 |
| CHC43515 | Certificate IV in Mental Health Peer Work | 808 | 850 |
| CHC44015 | Certificate IV in Coordination of volunteer programs | 627 | 660 |
| CHC50125 | Diploma of Early Childhood Education and Care | 1300 | 1368 |
| CHC50225 | Diploma of School Age Education and Care | 1446 | 1532 |
| CHC50325 | Diploma of Child, Youth and Family Intervention | 1105 | 1163 |
| CHC50425 | Diploma of Youth Work | 1468 | 1545 |
| CHC50521 | Diploma of Youth Justice | 950 | 1000 |
| CHC51015 | Diploma of Counselling | 1121 | 1180 |
| CHC51122 | Diploma of Financial Counselling | 1392 | 1465 |
| CHC52025 | Diploma of Community Services | 1458 | 1535 |
| CHC52121 | Diploma of Community Development | 1131 | 1190 |
| CHC53215 | Diploma of Alcohol and Other Drugs | 1632 | 1718 |
| CHC53315 | Diploma of Mental Health | 1520 | 1600 |
| CHC53415 | Diploma of Leisure and Health | 1492 | 1570 |
| CHC62015 | Advanced Diploma of Community Sector Management | 1097 | 1155 |
| CHC81015 | Graduate Diploma of Relationship Counselling | 779 | 820 |

| Code | Title | Minimum Payable Hours | Maximum Payable Hours |
|----------|---|-----------------------|-----------------------|
| CHC81115 | Graduate Diploma of Family Dispute Resolution | 675 | 710 |
| CHC81215 | Graduate Certificate in Statutory Child Protection | 793 | 835 |
| CHC81315 | Graduate Certificate in Career Development Practice | 456 | 480 |
| CHC82015 | Graduate Certificate in Client Assessment and Case Management | 713 | 750 |

Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCADV001 | Facilitate the interests and rights of clients | 100 |
| CHCADV002 | Provide advocacy and representation services | 80 |
| CHCADV003 | Represent clients in court | 75 |
| CHCADV004 | Represent organisation in court or tribunal | 75 |
| CHCADV005 | Provide systems advocacy services | 90 |
| CHCAGE007 | Recognise and report risk of falls | 30 |
| CHCAGE008 | Implement falls prevention strategies | 40 |
| CHCAGE009 | Provide services for older people | 80 |
| CHCAGE010 | Implement interventions with older people to reduce risk | 80 |
| CHCAGE011 | Provide support to people living with dementia | 80 |
| CHCAGE012 | Provide food service | 20 |
| CHCAGE013 | Work effectively in aged care | 65 |
| CHCAOD001 | Work in an alcohol and other drugs context | 80 |
| CHCAOD002 | Work with clients who are intoxicated | 50 |
| CHCAOD003 | Provide needle and syringe services | 50 |
| CHCAOD004 | Assess needs of clients with alcohol and other drugs issues | 135 |
| CHCAOD005 | Provide alcohol and other drugs withdrawal services | 150 |
| CHCAOD006 | Provide interventions for people with alcohol and other drugs issues | 70 |
| CHCAOD007 | Develop strategies for alcohol and other drugs relapse prevention and management | 55 |
| CHCAOD008 | Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues | 90 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCAOD009 | Develop and review individual alcohol and other drugs treatment plans | 75 |
| CHCCCS001 | Address the needs of people with chronic disease | 75 |
| CHCCCS002 | Assist with movement | 25 |
| CHCCCS003 | Increase the safety of individuals at risk of suicide | 110 |
| CHCCCS004 | Assess co-existing needs | 80 |
| CHCCCS005 | Conduct individual assessments | 45 |
| CHCCCS006 | Facilitate individual service planning and delivery | 120 |
| CHCCCS007 | Develop and implement service programs | 100 |
| CHCCCS008 | Develop strategies to address unmet needs | 65 |
| CHCCCS009 | Facilitate responsible behaviour | 40 |
| CHCCCS010 | Maintain a high standard of service | 30 |
| CHCCCS012 | Prepare and maintain beds | 15 |
| CHCCCS014 | Provide brief interventions | 75 |
| CHCCCS016 | Respond to client needs | 60 |
| CHCCCS017 | Provide loss and grief support | 55 |
| CHCCCS018 | Provide suicide bereavement support | 50 |
| CHCCCS019 | Recognise and respond to crisis situations | 45 |
| CHCCCS020 | Respond effectively to behaviours of concern | 20 |
| CHCCCS026 | Transport individuals | 20 |
| CHCCCS028 | Provide client-centred support to people in crisis | 70 |
| CHCCCS029 | Work with involuntary and mandated clients | 70 |
| CHCCCS030 | Determine and respond to carer needs | 50 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCCCS031 | Provide individualised support | 100 |
| CHCCCS032 | Provide basic foot care | 25 |
| CHCCCS033 | Identify and report abuse | 70 |
| CHCCCS034 | Facilitate independent travel | 40 |
| CHCCCS035 | Support people with autism spectrum disorder | 55 |
| CHCCCS036 | Support relationships with carer and family | 70 |
| CHCCCS037 | Visit client residence | 50 |
| CHCCCS038 | Facilitate the empowerment of people receiving support | 120 |
| CHCCCS039 | Coordinate and monitor home-based support | 65 |
| CHCCCS040 | Support independence and wellbeing | 80 |
| CHCCCS041 | Recognise healthy body systems | 80 |
| CHCCCS042 | Prepare meals | 30 |
| CHCCCS043 | Support positive mealtime experiences | 30 |
| CHCCCS044 | Follow established person-centred behaviour supports | 60 |
| CHCCDE017 | Support collaborative planning processes | 50 |
| CHCCDE018 | Develop and implement community programs | 125 |
| CHCCDE019 | Work within a community development framework | 75 |
| CHCCDE020 | Implement participation and engagement strategies | 90 |
| CHCCDE021 | Develop and support community resources | 120 |
| CHCCDE022 | Work to empower Aboriginal and/or Torres Strait Islander communities | 30 |
| CHCCDE023 | Develop and deliver community projects | 70 |
| CHCCDE024 | Support community action | 90 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCCDE025 | Develop and support community leadership | 90 |
| CHCCDE026 | Develop and lead community engagement strategies to enhance participation | 70 |
| CHCCDE027 | Implement community development strategies | 70 |
| CHCCDE028 | Work within organisation and government structures to enable community development outcomes | 95 |
| CHCCDE029 | Establish and develop community organisations or social enterprises | 90 |
| CHCCDE030 | Facilitate the development of community capacity to manage place making | 150 |
| CHCCDE031 | Develop and implement a community renewal plan | 150 |
| CHCCDE032 | Deliver emergency relief services | 50 |
| CHCCEL001 | Develop sustainable celebrancy practice | 70 |
| CHCCEL002 | Establish client celebrancy needs | 80 |
| CHCCEL003 | Research, design and organise ceremonies | 100 |
| CHCCEL004 | Prepare for, present and evaluate ceremonies | 60 |
| CHCCEL005 | Establish and maintain marriage celebrancy practice | 35 |
| CHCCEL006 | Interview clients and plan marriage ceremonies | 70 |
| CHCCEL007 | Prepare for, present and evaluate marriage ceremonies | 40 |
| CHCCEL008 | Plan, present and evaluate funeral and memorial ceremonies | 65 |
| CHCCOM001 | Provide first point of contact | 35 |
| CHCCOM002 | Use communication to build relationships | 55 |
| CHCCOM003 | Develop workplace communication strategies | 100 |
| CHCCOM004 | Present information to stakeholder groups | 80 |
| CHCCOM005 | Communicate and work in health or community services | 30 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCCOM006 | Establish and manage client relationships | 35 |
| CHCCSL001 | Establish and confirm the counselling relationship | 100 |
| CHCCSL002 | Apply specialist interpersonal and counselling interview skills | 60 |
| CHCCSL003 | Facilitate the counselling relationship and process | 120 |
| CHCCSL004 | Research and apply personality and development theories | 50 |
| CHCCSL005 | Apply learning theories in counselling | 65 |
| CHCCSL006 | Select and use counselling therapies | 70 |
| CHCCSL007 | Support counselling clients in decision-making processes | 120 |
| CHCCSM009 | Facilitate goal directed planning | 90 |
| CHCCSM010 | Implement case management practice | 90 |
| CHCCSM011 | Work with carers and families in complex situations | 80 |
| CHCCSM012 | Coordinate complex case requirements | 75 |
| CHCCSM017 | Facilitate and review case management | 75 |
| CHCCSM014 | Provide case management supervision | 120 |
| CHCCSM015 | Undertake case management in a child protection framework | 70 |
| CHCCSM016 | Undertake advanced assessments | 90 |
| CHCCSS001 | Work effectively in Community Safety Services | 80 |
| CHCDEV004 | Confirm developmental status | 60 |
| CHCDEV005 | Analyse impacts of sociological factors on people in community work and services | 100 |
| CHCDEV006 | Analyse information for service planning and delivery | 60 |
| CHCDFV001 | Recognise and respond appropriately to domestic and family violence | 50 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCDFV002 | Provide support to children affected by domestic and family violence | 70 |
| CHCDFV003 | Promote community awareness of domestic and family violence | 50 |
| CHCDFV004 | Provide domestic and family violence support in Aboriginal and Torres Strait Islander communities | 60 |
| CHCDFV005 | Provide domestic and family violence support in non-English speaking background communities | 70 |
| CHCDFV006 | Counsel clients affected by domestic and family violence | 70 |
| CHCDFV007 | Work with users of violence to effect change | 70 |
| CHCDFV008 | Manage responses to domestic and family violence in family work | 70 |
| CHCDFV009 | Establish change promoting relationship with users of domestic and family violence | 30 |
| CHCDFV010 | Promote accountability and assist users of domestic and family violence to accept responsibility | 60 |
| CHCDFV011 | Establish and maintain the safety of people who have experienced domestic and family violence | 40 |
| CHCDFV012 | Make safety plans with people who have been subjected to domestic and family violence | 30 |
| CHCDFV013 | Manage domestic and family violence screening and risk assessment processes | 70 |
| CHCDIS011 | Contribute to ongoing skills development using a strengths-based approach | 40 |
| CHCDIS012 | Support community participation and social inclusion | 60 |
| CHCDIS013 | Assist with communication using augmentative and alternative communication methods | 60 |
| CHCDIS014 | Develop and use strategies for communication with augmentative and alternative communication systems | 60 |
| CHCDIS015 | Develop and provide person-centred service responses | 135 |
| CHCDIS016 | Develop and promote positive person-centred behaviour supports | 85 |
| CHCDIS017 | Facilitate community participation and social inclusion | 60 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCDIS018 | Facilitate ongoing skills development using a person-centred approach | 50 |
| CHCDIS019 | Provide person-centred services to people with disability with complex needs | 95 |
| CHCDIS020 | Work effectively in disability support | 65 |
| CHCDIS021 | Prepare for NDIS support coordination | 65 |
| CHCDIS022 | Coordinate NDIS participant support | 75 |
| CHCDIS023 | Provide specialised support | 80 |
| CHCDIV001 | Work with diverse people | 40 |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety | 25 |
| CHCDIV003 | Manage and promote diversity | 80 |
| CHCDSP001 | Facilitate dispute resolution in the family law context | 70 |
| CHCDSP002 | Adhere to ethical standards in family dispute resolution | 60 |
| CHCDSP003 | Support the safety of vulnerable parties in family dispute resolution | 65 |
| CHCECD001 | Analyse and apply information that supports employment and career development | 65 |
| CHCECD002 | Deliver and monitor contracted employment services | 60 |
| CHCECD003 | Promote job seekers to employers | 60 |
| CHCECD005 | Deliver employment services to employers | 40 |
| CHCECD006 | Develop and monitor employment plans | 55 |
| CHCECD007 | Maximise participation in work by people with disability | 55 |
| CHCECD008 | Deliver services consistent with a career development framework | 70 |
| CHCECD009 | Conduct career guidance interviews | 70 |
| CHCECD010 | Provide support to people in career transition | 100 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCECD011 | Manage quality in career development practice | 75 |
| CHCECE030 | Support inclusion and diversity | 63 |
| CHCECE031 | Support children's health, safety and wellbeing | 160 |
| CHCECE032 | Nurture babies and toddlers | 108 |
| CHCECE033 | Develop positive and respectful relationships with children | 100 |
| CHCECE034 | Use an approved learning framework to guide practice | 80 |
| CHCECE035 | Support the holistic learning and development of children | 100 |
| CHCECE036 | Provide experiences to support children's play and learning | 75 |
| CHCECE037 | Support children to connect with the natural environment | 50 |
| CHCECE038 | Observe children to inform practice | 40 |
| CHCECE039 | Comply with family day care administration requirements | 30 |
| CHCECE040 | Attend to daily functions in home-based child care | 35 |
| CHCECE041 | Maintain a safe and healthy environment for children | 55 |
| CHCECE042 | Foster holistic early childhood learning, development and wellbeing | 200 |
| CHCECE043 | Nurture creativity in children | 80 |
| CHCECE044 | Facilitate compliance in a children's education and care service | 110 |
| CHCECE045 | Foster positive and respectful interactions and behaviour in children | 60 |
| CHCECE046 | Implement strategies for the inclusion of all children | 65 |
| CHCECE047 | Analyse information to inform children's learning | 75 |
| CHCECE048 | Plan and implement children's education and care curriculum | 180 |
| CHCECE049 | Embed environmental responsibility in service operations | 73 |
| CHCECE050 | Work in partnership with children's families | 70 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCECE051 | Promote equity in access to the service | 40 |
| CHCECE052 | Plan service and supports for children and families | 60 |
| CHCECE053 | Respond to grievances and complaints about the service | 40 |
| CHCECE054 | Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures | 55 |
| CHCECE055 | Meet legal and ethical obligations in children's education and care | 60 |
| CHCECE056 | Work effectively in children's education and care | 65 |
| CHCECE057 | Use collaborative practices to uphold child protection principles | 80 |
| CHCEDS033 | Meet legal and ethical obligations in an education support environment | 35 |
| CHCEDS034 | Contribute to the planning and implementation of educational programs | 70 |
| CHCEDS035 | Contribute to student education in all developmental domains | 60 |
| CHCEDS036 | Support the development of literacy and oral language skills | 55 |
| CHCEDS037 | Support the development of numeracy skills | 60 |
| CHCEDS038 | Communicate with students parents and colleagues in an Aboriginal or Torres Strait Islander language | 40 |
| CHCEDS039 | Work effectively as an Aboriginal and/or Torres Strait Islander education worker | 40 |
| CHCEDS040 | Search and access online information | 30 |
| CHCEDS041 | Set up and sustain learning areas | 45 |
| CHCEDS042 | Provide support for e-learning | 30 |
| CHCEDS043 | Support students with English as an additional language | 30 |
| CHCEDS044 | Support development of student research skills | 35 |
| CHCEDS045 | Support student mathematics learning | 45 |
| CHCEDS046 | Support student literacy learning | 65 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCEDS047 | Assist in facilitation of student learning | 50 |
| CHCEDS048 | Work with students in need of additional learning support | 70 |
| CHCEDS049 | Supervise students outside the classroom | 40 |
| CHCEDS050 | Support Aboriginal and/or Torres Strait Islander education | 55 |
| CHCEDS051 | Facilitate learning for students with disabilities | 70 |
| CHCEDS052 | Deliver elements of teaching and learning programs | 45 |
| CHCEDS053 | Assist in production of language resources | 40 |
| CHCEDS054 | Contribute to teaching of Aboriginal and/or Torres Strait Islander language and culture | 45 |
| CHCEDS055 | Coordinate e-learning programs | 50 |
| CHCEDS056 | Provide support to students with autism spectrum disorder | 50 |
| CHCEDS057 | Support students with additional needs in the classroom | 85 |
| CHCEDS058 | Support the implementation of behaviour plans | 70 |
| CHCEDS059 | Contribute to the health, safety and wellbeing of students | 30 |
| CHCEDS060 | Work effectively with students and colleagues | 50 |
| CHCEDS061 | Support responsible student behaviour | 45 |
| CHCEDU001 | Provide community focused health promotion and prevention strategies | 60 |
| CHCEDU002 | Plan health promotion and community intervention | 75 |
| CHCEDU003 | Provide sexual and reproductive health information to clients | 40 |
| CHCEDU004 | Develop, implement and review sexual and reproductive health education programs | 70 |
| CHCEDU005 | Work with clients to identify financial literacy education needs | 40 |
| CHCEDU006 | Improve clients' fundamental financial literacy skills | 40 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCEDU007 | Provide group education on consumer credit and debt | 40 |
| CHCEDU008 | Share health information | 50 |
| CHCEDU009 | Provide parenting, health and well-being education | 75 |
| CHCEDU010 | Prepare and evaluate relationship education programs | 40 |
| CHCEDU011 | Work with parents or carers of very young children | 60 |
| CHCEDU012 | Facilitate couple processes in group work | 50 |
| CHCEDU013 | Facilitate adult learning and development | 45 |
| CHCFAM001 | Operate in a family law environment | 75 |
| CHCFAM002 | Work with a child-focused approach | 90 |
| CHCFAM003 | Support people to improve relationships | 60 |
| CHCFAM004 | Facilitate changeovers | 60 |
| CHCFAM005 | Facilitate and monitor contact | 70 |
| CHCFAM006 | Assist families to self-manage contact | 60 |
| CHCFAM007 | Assist clients to develop parenting arrangements | 70 |
| CHCFAM008 | Work within a child inclusive framework | 65 |
| CHCFAM009 | Facilitate family intervention strategies | 75 |
| CHCFAM010 | Provide intervention support to families | 70 |
| CHCFCS001 | Facilitate the family counselling process | 70 |
| CHCFCS002 | Provide relationship counselling | 70 |
| CHCFCS003 | Provide counselling to children and young people | 70 |
| CHCFCS004 | Provide grief and loss counselling | 40 |
| CHCFIN005 | Provide responsible online wagering services | 70 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCFIN006 | Establish the financial counselling relationship | 120 |
| CHCFIN007 | Provide advice, counselling and representation to financial counselling clients | 120 |
| CHCFIN008 | Apply professional standards in financial counselling | 85 |
| CHCFIN009 | Provide financial counselling and systemic advocacy within a social justice framework | 90 |
| CHCFIN010 | Apply basic concepts of small business to financial counselling | 85 |
| CHCFIN011 | Provide rural financial counselling services | 65 |
| CHCGMB001 | Assess the needs of clients with problem gambling issues | 60 |
| CHCGMB002 | Provide counselling for clients with problem gambling issues | 70 |
| CHCGRP001 | Support group activities | 30 |
| CHCGRP002 | Plan and conduct group activities | 70 |
| CHCGRP003 | Plan, facilitate and review psycho-educational groups | 45 |
| CHCGRP004 | Deliver structured programs | 40 |
| CHCGRP005 | Plan and provide group counselling | 60 |
| CHCHCS001 | Provide home and community support services | 50 |
| CHCINM001 | Meet statutory and organisation information requirements | 110 |
| CHCINM002 | Meet community information needs | 70 |
| CHCLAH001 | Work effectively in the leisure and health industries | 50 |
| CHCLAH002 | Contribute to leisure and health programming | 65 |
| CHCLAH003 | Participate in the planning, implementation and monitoring of individual leisure and health programs | 80 |
| CHCLAH004 | Participate in planning leisure and health programs for clients with complex needs | 50 |
| CHCLAH005 | Incorporate lifespan development and sociological concepts into leisure and health programming | 65 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|---|---------------|
| CHCLAH006 | Coordinate planning, implementation and monitoring of leisure and health programs | 100 |
| CHCLAH008 | Provide leisure education | 70 |
| CHCLAH009 | Apply concepts of human psychology to facilitate involvement in leisure programs | 75 |
| CHCLEG001 | Work legally and ethically | 55 |
| CHCLEG002 | Interpret and use legal information | 65 |
| CHCLEG003 | Manage legal and ethical compliance | 80 |
| CHCLLN001 | Respond to client language, literacy and numeracy needs | 45 |
| CHCLLN002 | Support adult language and literacy learning | 45 |
| CHCLLN003 | Support adult numeracy learning | 45 |
| CHCMED004 | Prepare for mediation | 65 |
| CHCMED005 | Facilitate mediation | 75 |
| CHCMED006 | Consolidate and conclude mediation | 50 |
| CHCMGT001 | Develop, implement and review quality framework | 110 |
| CHCMGT002 | Manage partnership agreements with service providers | 150 |
| CHCMGT003 | Lead the work team | 100 |
| CHCMGT004 | Secure and manage funding | 80 |
| CHCMGT005 | Facilitate workplace debriefing and support processes | 120 |
| CHCMGT006 | Coordinate client directed services | 80 |
| CHCMGT007 | Work effectively with the Board of an organisation | 80 |
| CHCMHS001 | Work with people with mental health issues | 80 |
| CHCMHS002 | Establish self-directed recovery relationships | 60 |
| CHCMHS003 | Provide recovery oriented mental health services | 60 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCMHS004 | Work collaboratively with the care network and other services | 75 |
| CHCMHS005 | Provide services to people with co-existing mental health and alcohol and other drugs issues | 90 |
| CHCMHS006 | Facilitate the recovery process with the person, family and carers | 50 |
| CHCMHS007 | Work effectively in trauma informed care | 40 |
| CHCMHS008 | Promote and facilitate self advocacy | 50 |
| CHCMHS009 | Provide early intervention, health prevention and promotion programs | 75 |
| CHCMHS010 | Implement recovery oriented approaches to complexity | 80 |
| CHCMHS011 | Assess and promote social, emotional and physical wellbeing | 80 |
| CHCMHS012 | Provide support to develop wellness plans and advanced directives | 80 |
| CHCMHS013 | Implement trauma informed care | 80 |
| CHCPAL003 | Deliver care services using a palliative approach | 70 |
| CHCPAL004 | Contribute to planning and implementation of care services using a palliative approach | 55 |
| CHCPAS003 | Plan for the provision of pastoral and spiritual care | 45 |
| CHCPAS004 | Provide pastoral and spiritual care | 60 |
| CHCPOL001 | Contribute to the review and development of policies | 20 |
| CHCPOL002 | Develop and implement policy | 90 |
| CHCPOL003 | Research and apply evidence to practice | 65 |
| CHCPRP001 | Develop and maintain networks and collaborative partnerships | 80 |
| CHCPRP002 | Collaborate in professional practice | 40 |
| CHCPRP003 | Reflect on and improve own professional practice | 120 |
| CHCPRP004 | Promote and represent the service | 90 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCPRP005 | Engage with health professionals and the health system | 40 |
| CHCPRP006 | Lead own professional development | 75 |
| CHCPRP007 | Work within a clinical supervision framework | 50 |
| CHCPRT020 | Manage complex child protection risk assessments and case strategies | 90 |
| CHCPRT021 | Manage and monitor child protection orders | 80 |
| CHCPRT022 | Develop, implement and monitor safety strategies in child protection work | 70 |
| CHCPRT023 | Plan, implement and monitor provision of out of home care | 60 |
| CHCPRT024 | Promote positive development of children and young people in out of home care | 45 |
| CHCPRT025 | Identify and report children and young people at risk | 40 |
| CHCPRT026 | Support the rights and safety of children and young people | 40 |
| CHCPRT027 | Work collaboratively to maintain an environment safe for children and young people | 50 |
| CHCPRT028 | Work effectively in child protection to support children, young people and families | 80 |
| CHCPRT029 | Work within a practice framework | 50 |
| CHCPRT030 | Build professional practice and sectoral expertise | 40 |
| CHCPRT031 | Provide supervision in the community | 50 |
| CHCPRT032 | Provide supervision in a secure system | 60 |
| CHCPRT033 | Provide support to children and youth in out-of-home care | 90 |
| CHCPRT034 | Work with children and young people with complex trauma and attachment issues and needs | 75 |
| CHCPRT035 | Develop and implement a multi-agency investigation and child risk assessment strategy | 65 |
| CHCPRT036 | Undertake and implement planning with at-risk children and young people and their families | 58 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCPRT037 | Support the progress and positive development of young people demonstrating anti-social behaviours | 90 |
| CHCPRT038 | Interact with the legal system to protect children | 65 |
| CHCPRT039 | Work effectively within youth justice | 50 |
| CHCPRT040 | Work in the youth justice environment | 55 |
| CHCPRT041 | Support Aboriginal and/or Torres Strait Islander young people in youth justice system | 55 |
| CHCPRT042 | Prepare young people for reintegration | 50 |
| CHCPRT043 | Develop and support youth justice team | 50 |
| CHCPWK001 | Apply peer work practices in the mental health sector | 35 |
| CHCPWK002 | Contribute to the continuous improvement of mental health services for consumers and carers | 40 |
| CHCPWK003 | Apply lived experience in mental health peer work | 40 |
| CHCPWK004 | Work effectively in consumer mental health peer work | 60 |
| CHCPWK005 | Work effectively with carers as a mental health peer worker | 40 |
| CHCPWK006 | Promote and conduct mental health peer work | 45 |
| CHCSAC006 | Support children to participate in school age care | 70 |
| CHCSAC007 | Develop and implement play and leisure experiences in school age care | 70 |
| CHCSAC008 | Work collaboratively and respectfully with school age children | 70 |
| CHCSAC009 | Support the holistic development of children in school age care | 80 |
| CHCSAC010 | Foster holistic learning, development and wellbeing for school age children | 240 |
| CHCSET003 | Work with forced migrants | 50 |
| CHCSET004 | Undertake bicultural work with forced migrants in Australia | 55 |
| CHCSOH013 | Work with people experiencing or at risk of homelessness | 85 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCSOH014 | Manage and maintain tenancy agreements and services | 80 |
| CHCSOH015 | Manage housing application and allocation processes | 100 |
| CHCSOH016 | Manage tenancy rent and rental arrears | 70 |
| CHCSOH017 | Manage vacant properties | 60 |
| CHCSOH018 | Respond to property maintenance enquiries | 55 |
| CHCSOH019 | Manage head lease | 45 |
| CHCSOH020 | Develop quality systems in line with registration standards | 50 |
| CHCSOH021 | Work with clients within the social housing system | 50 |
| CHCSOH022 | Develop social housing enterprise opportunities | 50 |
| CHCSOH023 | Acquire properties by purchase or transfer | 50 |
| CHCSOH024 | Support sustainable tenancies | 120 |
| CHCVOL001 | Be an effective volunteer | 25 |
| CHCVOL002 | Lead volunteer teams | 40 |
| CHCVOL003 | Recruit, induct and support volunteers | 70 |
| CHCVOL004 | Manage volunteer workforce development | 60 |
| CHCYTH013 | Engage respectfully with young people | 60 |
| CHCYTH014 | Work effectively with young people in the youth work context | 60 |
| CHCYTH015 | Support young people to create opportunities in their lives | 45 |
| CHCYTH016 | Respond to critical situations | 100 |
| CHCYTH017 | Develop and implement procedures to enable young people to address their needs | 55 |
| CHCYTH018 | Work with young people to establish support networks | 50 |
| CHCYTH019 | Undertake youth work in specific communities | 55 |

| Unit Code | Unit Title | Nominal Hours |
|-----------|--|---------------|
| CHCYTH020 | Support young people to take collective action | 55 |
| CHCYTH021 | Support youth programs | 150 |
| CHCYTH022 | Provide services for the needs and circumstances of young people | 100 |
| CHCYTH023 | Work effectively with young people and their nominated carer or families | 55 |
| CHCYTH024 | Manage service response to young people in crisis | 150 |

Contacts and Links

Curriculum Maintenance Manager (CMM) Service - Human Services

The CMM Service is provided on behalf of the Department of Jobs, Skills, Industry and Regions (DJSIR). CMM Service Executive Officers can assist with questions on payable and nominal hours.

Autumn Shea

Swinburne University of Technology

Phone: (03) 9214 8501/5034

Email: cmmhs@swin.edu.au

Jobs and Skills Council (JSC) – HumanAbility

HumanAbility is responsible for developing the CHC Community Services Training Package and can be contacted for further information.

Phone: 1800 486 262

Email: enquiries@humanability.com.au

Website: <https://humanability.com.au>

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See training.gov.au for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](#) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See djsir.vic.gov.au for more information or call 1800 878 969.

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

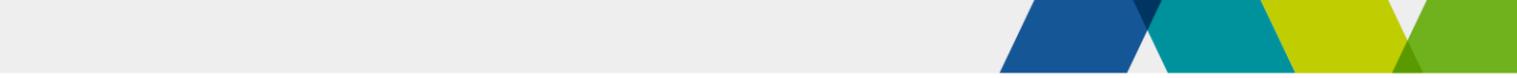
ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See asqa.gov.au for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See vrqa.vic.gov.au

Victorian Curriculum and Assessment Authority (VCAA)

The VCAA is a statutory authority which approves Vocational Education and Training (VET) programs for secondary students in Victoria. (03) 9032 1629 See vcaa.vic.edu.au or more information.



Industry Regulatory Bodies

Australian Children's Education and Care Quality Authority (ACECQA)

ACECQA is the independent national authority that assists governments in administering the National Quality Framework (NQF) for children's education and care.

See acecqa.gov.au for further information.

Australian Securities and Investments Commission (ASIC)

ASIC is an independent Australian Government body administering the *Australian Securities and Investments Commission Act 2001* (ASIC Act). ASIC is Australia's integrated corporate, markets, financial services and consumer credit regulator.

See asic.gov.au for further information.

Medicines and Poisons Regulation Victoria

The Department of Health sets requirements for the manufacture, safe storage, prescription, supply, sale, purchase, administration and use of medicines and chemicals, under the Victorian Drugs, Poisons and Controlled Substances legislation.

See [Medicines and Poisons Regulation \(health.vic.gov.au\)](http://health.vic.gov.au) for further information.

Glossary

| | |
|------------------------------|---|
| Code | Nationally endorsed Training Package qualification code. |
| Title | Nationally endorsed Training Package qualification title. |
| Unit Code | Nationally endorsed Training Package unit code. |
| Unit Title | Nationally endorsed Training Package unit title. |
| Maximum Payable Hours | <p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p> |
| Scope of Registration | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |
| Nominal Hours | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria. |