



Yalga-binbi Institute for Community Development

National Provider No. 31116

Diploma of Community Development

CHC51402

Course Handbook

***Transforming
communities***

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YALGA-BINBI INSTITUTE

Yalga-binbi Institute is a Registered Training Organisation under Queensland and Commonwealth legislation for the delivery of the Diploma of Community Development and other courses.

This means that the qualifications gained by students who successfully complete its accredited courses are nationally recognised.

Yalga-binbi Institute for Community Development is an Indigenous organisation that promotes and encourages self determination and community development in Australian Indigenous communities.

The Institute also makes its services and resources available to the wider community.

The Institute is based in Townsville, north Queensland. It is a not-for-profit organisation, established in 1989. It has served many Indigenous communities since that time, providing resources for community development in areas such as community development planning, employment of community development workers, promoting the arts and cultural development, initiating development projects such as the community justice group program in Queensland, and adult education and training.

The Institute is an agency of the Uniting Aboriginal and Islander Christian Congress (UAICC) of the Uniting Church in Australia. The Congress is a national body controlled and managed by Indigenous people. It has responsibility for the church's ministry and community development work with Indigenous people throughout Australia.

Through its own vision and commitment, the Congress has initiated other projects such as the Shalom Christian College in Townsville and Narana Creations in Geelong. It is a forward-moving, dynamic organisation, promoting reconciliation, self determination, self-reliance, social justice and authentic expressions of Indigenous Christian spirituality.



WHAT DOES A COMMUNITY DEVELOPMENT WORKER DO?

The role of a community development worker is to work with local groups and communities so that they become empowered to achieve their own goals of development, social justice, self-reliance, equality and so on.

The work is about supporting others to achieve the kind of social change or projects that they aspire to, rather than the goals and priorities that are often set for them by others.

This might mean, for example, working with a group to establish a business enterprise, assisting women to establish their own support group, working with young people to gain better education and employment. It could also mean assisting people in their struggles for land rights, the recognition of their own law and traditions, combating racial prejudice and other areas of justice and human rights.

Community development work can sometimes be demanding and challenging. Achieving positive social change and justice does not always come easily. Therefore workers need to be personally motivated and committed to the people they are working with.

The Diploma of Community Development (CHC51402) is designed to give students and workers a wide range of practical skills and knowledge that are needed to work effectively in the field. Within the workplace and community setting, it is expected that Diploma level graduates will be able to operate with a degree of independence and with broad direction from senior managers.

Community development work may involve a wide range of styles of work that all contribute to the development of a community or group, such as public education, planning, health promotion, community consultation, advocacy, research, social policy development, organising public campaigns, and so on.



WHO CAN BENEFIT FROM THE COURSE?

Community development can be a useful practice for a wide range of occupations and work involvements.

It can be a profession or area of work in its own right. Community development workers and officers are employed, for example, by community organisations, churches, Indigenous communities, the Local Government sector, government health and community service departments, and aid agencies whose work is mainly focused on Third World communities and developing countries.

The perspective gained from the course can also be very helpful to people working in other professions or occupations such as health, education, youth work, community services, family support, local and regional planning, building design and engineering, who are working with disadvantaged, poor or marginalised groups and have an interest in building the capacity, organisation and skills of local people.

In Australian Indigenous communities, many of which are disadvantaged in a variety of ways, community development workers can make a real difference to the quality of life of a community. This course is especially for people working with Aboriginal and Torres Strait Islander people. However, the skills attitudes and knowledge gained through the course are widely applicable to any community. People not working in Indigenous settings are also welcome to apply for admission to the course.

People who work voluntarily in the community services area may also want to obtain better skills and knowledge through participating in the course.

Occupational positions qualified graduates may fill include:

- Community development officer
- Economic development officer
- Community motivator and builder
- Community worker
- Community housing worker
- Community development consultant
- Youth development officer
- Neighbourhood centre manager
- Women's support worker
- Community health worker
- Community arts officer





COURSE DETAILS

Yalga-binbi Institute offers the Diploma course on a part-time basis only through a mixed mode of delivery. It is designed to be completed over a four year period.

Residential workshops are held in Townsville, or other suitable locations, four times a year. Each workshop runs for a ten day period, although the first workshop on entry to the course may be up to three weeks long. Students will work through assignments and reading materials, undertake work placements and field work, and prepare reports. They may be supported in their community by a tutor or a workplace supervisor

This kind of course delivery allows students to continue to live and work in their communities or jobs and undertake practical projects and private study related to their community involvements.

Assessment will be based on the successful completion of all Units of the course.

The course is competency-based. That is to say, assessment will be based on how well students do the performance criteria for each Unit that they study. This makes the course a practical one, and field work projects will be an important part of the course.

The Units that are being offered by Yalga-binbi Institute in the delivery of the Diploma of Community Development are listed below.

COURSE UNITS

| Unit Code | Unit Title |
|------------|---|
| CHCCD14B | Implement a community development strategy |
| CHCCD15B | Develop and implement a community development strategy |
| CHCCD4C | Develop and implement community programs |
| CHCCD5C | Develop community resources |
| CHCCD8B | Support community action |
| CHCCD9B | Support community leadership |
| CHCCD2B | Provide community education projects |
| CHCCOM4B | Develop, implement & promote effective communication techniques |
| CHCCS402A | Respond holistically to client issues |
| CHCINF5B | Meet statutory and organisational information requirements |
| CHCNET3B | Develop new networks |
| CHCNET4A | Work with other services |
| CHCOHS401A | Implement & monitor OHS policies & procedures for a work-place |
| CHCPOL3A | Undertake research activities |
| CHCPOL4A | Develop and implement policy |
| CHCPOL5A | Manage research activities |
| CHCADMIN3B | Undertake administrative work |
| CHCAD3A | Undertake systems advocacy |
| CHCCS405A | Work effectively with culturally diverse clients & co-workers |



COURSE STRUCTURE

The following Table shows the structure of the course. However, this is a guide only. The Units interlink and the sequence in which learning takes place and competencies are assessed may vary from the order as listed. A holistic approach will be taken to learning and the practical field work that students are involved in.

The residential workshops will deal with the learning required for the Units indicated.

Learning Program

Diploma of Community Development CHC51402

Unit sequence

| YEAR | WORKSHOP | UNIT | |
|------|----------|--|--|
| 1 | 1 | CHCCS405A Work effectively with culturally diverse clients and co-workers | CHCADMIN3B Undertake administrative work |
| | 2 | CHCCOM4B Develop, implement and promote effective communication techniques | |
| | 3 | CHCCD14B Implement a community development strategy | CHCCD2B Provide community education projects |
| 2 | 1 | CHCCD15B Develop and implement a community development strategy | |
| | 2 | CHCNET4A Work with other Services | CHCNET3B Develop new networks |
| | 3 | CHCCD5C Develop Community Resources | CHCCD8B Support Community Action |
| 3 | 1 | CHCPOL3A Undertake research activities | CHCPOL5A Manage research activities |
| | 2 | CHCPOL4A Develop and implement policy | |
| | 3 | CHCCS402A Respond holistically to client issues | CHCAD3A Undertake systems advocacy |
| 4 | 1 | CHCCD4C Develop and implement community programs | |
| | 2 | CHCCD9B Support community leadership | |
| | 3 | CHCOHS401A Implement and monitor occupational health and safety policies and procedures for a workplace | CHCINF5B Meet statutory and organisational information requirements |

DESCRIPTION OF UNITS

UNIT CHCCD14B

Implement a community development strategy

Community development principles and practice are considered in this Unit. Important issues for local people are identified and the student will work with individuals and the community to facilitate public awareness and resolution of issues.

UNIT CHCCD15B

Develop and implement a community development strategy

Further community development principles and practice such as strategic planning is examined in this Unit. It will entail working with a broader range of individuals than in the previous Unit. Students are required to undertake community development work around a range of issues and groups.

UNIT CHCCS405A

Work effectively with culturally diverse clients and co-workers

This Unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures. It will assist students living and working in cross-cultural settings.

UNIT CHCADMIN3B

Undertake administrative work

The basic tasks required to be efficient in administration are covered in this Unit, including understanding financial reports and budgets, operating and maintaining office equipment such as computers, facsimile machines, telephones, photocopiers, email and internet, etc.

UNIT CHCCD2B

Provide community education projects

This Unit covers how to work with a group or community in the planning, implementation and review of community education projects relevant to the people's issues.

UNIT CHCNET4A

Work with other Services

This Unit is about liaising and making linkages with community service organisations to ensure support of people in need.

UNIT CHCCOM4B

Develop, implement and promote effective communication techniques

In this Unit a wide range of communication skills required for effective operation in the workplace are applied. They include the ability to communicate effectively within the worker's organisation, promote the organisation publicly, facilitate group discussions, conduct interviews, and produce quality written communications.

UNIT CHCCD5C

Develop Community Resources

The Unit involves working with the community to identify key needs, identifying resources required to help meet those needs and facilitating strategies for accessing and providing the resources.

UNIT CHCCD8B

Support Community Action

Work in this Unit links to the implementation of a community development strategy. It involves supporting the community or group to represent their own needs through social and public action.

UNIT CHCNET3B

Develop new networks

The Unit assists in developing and maintaining networks in ways that are culturally and socially relevant.

UNIT CHCCS402A

Respond holistically to client issues

The focus of the Unit is on assisting clients to address their own issues. On completion of this unit, the worker will be able to respond appropriately to clients that have complex issues outside and in addition to the area of immediate focus, expertise or interests of the worker and their organisation.

UNIT CHCAD3A

Undertake systems advocacy

The competency gained in this Unit is the ability to undertake systems advocacy. This means ensuring that the rights and needs of consumers and clients' issues are maintained within the broader rights and needs of the general community.

UNIT CHCPOL4A

Develop and implement policy

The Unit involves how to develop and apply policy initiatives through research and consultation, testing draft policies, developing policy materials and implementing and reviewing policies.

UNIT CHCPOL3A

Undertake research activities

Students will do research relevant to operations of their organisation or community. They will prepare a research plan, implement appropriate research strategies and organise and analyse information.

UNIT CHCPOL5A

Manage research activities

This Unit involves initiating, managing and acting upon research and the resultant recommendations. It will entail designing the research project, identifying and acquiring resources, supervising research being undertaken and acting on research results.

UNIT CHCINF5B

Meet statutory and organisational information requirements

The learning outcome of the Unit is to be able to ensure that the information system of the organisation is effective and efficient, including filing systems, electronic records and so on.

UNIT CHCCD4C

Develop and implement community programs

This is a comprehensive Unit in which a community program is developed, ensuring maximum participation. This involves setting program guidelines, designing a program with the community, implementing and evaluating programs.

UNIT CHCCD9B

Support community leadership

Supporting community leadership is an important element of community development. This Unit will cover elements such as promoting community leadership, developing and maintaining support mechanisms and developing leadership skills in others.

UNIT CHCOHS401A

Implement and monitor occupational health and safety policies and procedures for a workplace

On completion of this Unit, the worker will be able to accurately implement and monitor defined OHS policies and procedures for a work place or area, within scope of responsibilities. The worker will also be capable of coaching a team in participating and contributing to OHS management issues. The worker will be able to perform duties as a safety committee member or a team leader in an organisation.



COURSE LENGTH AND HOURS

The course will take four years to complete, part-time. It has been designed this way so that community development projects and other practical work related to the course can be completed on-the-job and in a community setting.

How many hours a week will a student spend on the course?

This will depend on the personal skills and needs of each student. However, it is intended that throughout the academic year, a student will spend an average minimum of one hour a day studying at home as well as doing practical projects in their workplace or community. This may need to be supplemented with other learning such as literacy and numeracy skills for those who require it.

The residential workshops will give each student the basic knowledge and skills for each Unit. It is compulsory to attend all of the workshops. However, assessment will also be based on performance of practical tasks in the workplace or community setting.

ACCESS TO RELEVANT WORK EXPERIENCE

The Diploma of Community Development is conducted with an emphasis on learning through practical involvement in community work.

Therefore, preference for admission to the course will be given to students who can show that they are able to access relevant work experience or show that their community involvement, even in a voluntary capacity, will be relevant to undertaking community development projects and learning activities.



RECOGNITION OF PRIOR LEARNING & MUTUAL RECOGNITION

The Institute recognises the qualifications and statements of attainment gained in other Registered Training Organisations and TAFE colleges, and as far as possible, will cross-credit qualifications or units of training when enrolling students in its courses.

The Institute will also make provision for recognition of prior learning (RPL) from other institutions and experiences, and arrange assessment strategies by which students may gain formal recognition for this learning towards their qualifications in Yalga-binbi Institute.

An information brochure on RPL and application forms are available.

FEES AND CHARGES

The following course charges apply for 2007.
Note that they have changed from 2006.

| Unit | Code | Full fee | Concession |
|--|-----------|-----------------|-----------------|
| Implement a community development strategy | CHCCD14B | \$104.00 | \$26.00 |
| Provide community education projects | CHCCD2B | \$62.40 | \$15.60 |
| Work with other services | CHCNET4A | \$62.40 | \$16.50 |
| Develop new networks | CHCNET3B | \$72.80 | \$18.20 |
| Develop and implement a community development strategy | CHCCD15B | \$124.80 | \$31.20 |
| Total for 1st year students | | \$426.40 | \$107.50 |
| Undertake research activities | CHCPOL3A | \$78.00 | \$19.50 |
| Manage research activities | CHCPOL5A | \$78.00 | \$19.50 |
| Develop and implement policy | CHCPOL4A | \$93.60 | \$23.40 |
| Undertake Systems Advocacy | CHCAD3A | \$124.80 | \$31.20 |
| Respond Holistically to Client Issues | CHCCS402A | \$104.00 | \$26.00 |
| Total for 3rd year students | | \$478.40 | \$119.60 |

Concessions apply to Aboriginal and Torres Strait Islander students and holders of a Commonwealth benefit or concession card (or partner of such a person). Where payment of fees would cause a student extreme financial hardship, fees may be waived at the discretion of the Training Coordinator or Director.

Please note the following points:

1. It is each student's responsibility to pay the necessary fees and to have ready for their own use whatever materials, books, stationery, or anything else that may be required to undertake their course successfully.
2. Fees can be paid either in full for the whole year or as each unit is undertaken. Fees should be paid at the beginning of each workshop.
3. Refunds are available for students who discontinue their studies in accordance with the Institute's *Policy on Admission, Enrolment, Payment of Fees, and Refunds*. A copy of this policy (F3) is available on request from your Course Co-ordinator.

Students who are eligible for Abstudy receive an Incidentals allowance which is intended to assist with payment of essential course costs such as fees, books, stationery, and other materials.

ACCESS AND EQUITY

The Institute is committed to the principles of access and equity in its provision of education and training opportunities and in its employment policies and practices.

Yalga-binbi Institute will not discriminate on the basis of race, colour, religion, disability, age, ethnic origin, gender, marital status, pregnancy, or family responsibilities, in accordance with the provisions of Commonwealth and Queensland legislation.

However, it recognises the need for special priority to be given to Indigenous Australians in order to overcome the effects of discriminatory practices of the past. The Institute actively encourages Indigenous people to participate in all of its courses and training programs, and will adapt these to suit the identified needs of Indigenous people.

All courses provided by Yalga-binbi Institute are professionally developed with the co-operation of the relevant industry and conform with the standards required by the Australian Quality Training Framework.

All courses are provided by qualified and professional staff competent in the relevant vocational areas.

TEACHING STAFF

The co-ordinator of Community Development Course is John Adams BSc (Hons), TSTC, MICD.

John has had over twenty years experience as a community development worker in Indigenous communities, particularly in northern Queensland. He helped establish an office for Yalga-binbi Institute in Cairns from 1990 to 1998. He has undertaken pioneering work in the establishment of community justice groups and adult education programs. He has also worked as community organiser in the inner urban areas of Melbourne.



Carolyn Davey BA, Dip Ed is a teacher in the course. She has extensive experience as a teacher and community worker with Aboriginal people in the Kimberley. She has taught community development at the Centre for Aboriginal Studies, Curtin University, and literacy, tertiary preparation and governance in the TAFE sector.



SUPPORT AVAILABLE

Special support will be organised wherever possible to assist students in their academic achievement and in their general welfare as a student of Yalga-binbi Institute.

Where students have needs in numeracy and literacy, the Institute will organise to provide appropriate professional support by way of tutoring or organising access to special courses.



Jennifer Pound
Training Coordinator



Stacey Geary
Administration Officer

STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students are written in the 'Student Code of Conduct.' This is printed in the Student Handbook. It sets down what students and the Institute and its staff can expect from each other.

This code of conduct has been designed to ensure a productive learning environment and pleasant atmosphere for all students and staff, both in and out of the formal class situation.

An important responsibility of all students is to refrain from bringing any alcohol or prohibited drugs on to Institute premises. Intoxicated students are not allowed on the campus.

COMPLAINTS AND GRIEVANCES

Yalga-binbi Institute has policies and procedures for lodging complaints and grievances. Complaints and grievances may range from academic matters to issues concerning teaching and assessment, harassment and discrimination, and other matters concerning student welfare.

On acceptance into a course, students will be informed of the policies and procedures for dealing with such matters.

HOW TO APPLY FOR ADMISSION AND ENROLMENT

If you wish to apply for enrolment in the Diploma of Community Development you should:

1. First obtain and fill out an *application for admission* form. This will help the Institute to assess your suitability for the course.
2. Fill out an *enrolment* form that lists other information and the Units that you wish to enrol in for the year. This form will be filled out in the first week of undertaking the course.

Admission and enrolment forms can be obtained from the Course Co-ordinator.

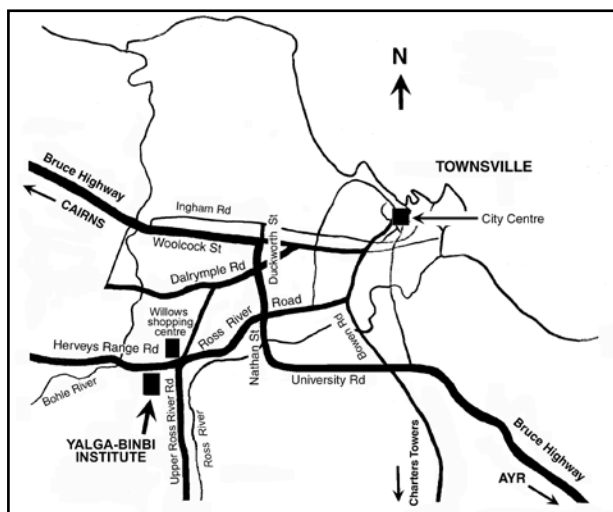
Contact: Mr John Adams
Course Co-ordinator, Community Development
Yalga-binbi Institute for Community Development
PO Box 217
Thuringowa Central, Qld, 4817

Toll free telephone 1800 153 565
Telephone 07 4773 5077
Fax 07 4773 4125
Email john@yalgabinbi.com.au

LOCATION OF THE INSTITUTE

The Institute is in the Townsville suburb of Condon, at 190 Herveys Range Road.

It is situated on the campus of the Shalom Christian College.



Diploma of Community Development

Community Development means . . .

- groups and communities becoming empowered
- people setting their own priorities for development
- people working co-operatively to achieve their goals
- people becoming more self-reliant



Nationally Recognised
Training

