



Yalga-binbi Institute
for Community Development

National Provider No. 31116

Certificate IV
in Community
Development

CHC41902

Course Handbook

Transforming
communities

CONTENTS

YALGA-BINBI INSTITUTE	2
WHAT DOES A COMMUNITY DEVELOPMENT WORKER DO?	3
WHO CAN BENEFIT FROM THE COURSE?	4
COURSE DETAILS.....	5
COURSE UNITS.....	6
COURSE STRUCTURE	7
DESCRIPTION OF UNITS	8
COURSE LENGTH AND HOURS	10
ACCESS TO RELEVANT WORK EXPERIENCE	10
RECOGNITION OF PRIOR LEARNING & MUTUAL RECOGNITION	10
FEES AND CHARGES.....	11
ACCESS AND EQUITY	12
CONCESSIONS	12
SUPPORT AVAILABLE	13
STAFF	13
STUDENT RIGHTS AND RESPONSIBILITIES.....	14
COMPLAINTS AND GRIEVANCES.....	14
HOW TO APPLY FOR ADMISSION AND ENROLMENT.....	15
LOCATION OF THE INSTITUTE	15
NOTES.....	16

YALGA-BINBI INSTITUTE

The Yalga-binbi institute is an Indigenous organisation that promotes self determination and community development in Australian Indigenous communities.

Yalga-binbi Institute has had fifteen years of experience in the community development area, especially with Indigenous communities in North Queensland.

The Institute's work has been at the forefront of change in Indigenous communities, initiating such projects as the community justice group program and community based adult education initiatives.

Yalga-binbi Institute is a Registered Training Organisation for the delivery of the Diploma of Community Development (CHC51402), Diploma of Christian Ministry(30269QLD), Certificate IV in Christian Ministry (30268QLD), Certificate IV in Community Development (CHC41902) and Certificate III in Community Services Work (CHC30802). It has a large body of expertise to provide for the learning needs of students in the community development area.

The Institute is an agency of the Uniting Aboriginal and Islander Christian Congress of the Uniting Church in Australia(UAICC). The Congress is a national body controlled and managed by indigenous people. The Congress has initiated projects such as Shalom Christian College in Townsville, Narana Creations in Geelong and Black Ink Press a publishing venture which gives support to Indigenous writers and artists

The Institute is based in Townsville, North Queensland.

Mrs Lurleen Blackman is the Director.





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 Certificate IV in Community Development (CHC41902) 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 Certificate IV 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 Certificate IV on a part-time basis only through a mixed mode of delivery. It is designed to be completed over a two to three year period.

Residential workshops are held in Townsville, or other suitable locations, three times a year. Each workshop runs for a ten day period. At the workshops students will work through assignments and reading materials. Students will also undertake projects or activities in their work or community involvement. They may be supported in their community by a tutor or a workplace supervisor. Staff from Yalga-binbi will also visit students to provide support in their communities or workplaces.

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.

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



COURSE UNITS

Unit Code	Unit Title
CHCCD12D	Apply a community development framework
CHCCD14B	Implement a community development strategy
RTD4906A	Develop work practices to accommodate cultural identity
CHCCD1B	Support community participation
CHCCS405A	Work effectively with culturally diverse clients and co-workers
CHCCOM3C	Utilise specialist communication skills to build strong relationships
CHCCD4C	Develop and implement community programs
CHCCD13C	Work with specific communities
CHCCD5C	Develop community resources
CHCINF7B	Meet information needs of the community
CHCORG5B	Maintain an effective work environment
CHCOHS401A	Implement and monitor occupational health and safety policies and procedures for a workplace
CHCCD2B	Provide community education projects
CHCGROUP2C	Support group activities



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 Unit(s) indicated.

Learning Program Unit sequence

YEAR 1	
Workshops	UNITS
1	CHCCD12D Apply a community development framework
	CHCCD14B Implement a community development strategy
2	RTD4906A Develop work practices to accommodate cultural identity
	CHCCS405A Work effectively with culturally diverse clients and co-workers
3	CHCCOM3C Utilise specialist communication skills to build strong relationships
YEAR 2	
1	CHCCD4C Develop and implement community programs
	CHCCD13C Work with specific communities
2	CHCCD5C Develop community resources
3	CHCINF7B Meet information needs of the community
	CHCORG5B Maintain an effective work environment
	CHCOHS401A Implement and monitor occupational health and safety policies and procedures for a workplace
YEAR 3	
1	CHCCD2B Provide community education projects
	CHCGROUP2C Support group activities

DESCRIPTION OF UNITS

CHCCD12C Apply a Community Development Framework

This unit is about the principles and practices of community development. In this unit the student will learn the difference between community service and community development. They will also learn how to begin and follow through a community development project or activity. Skills developed will include ways of making initial contact with people, ways to find out people's issues and concerns and ways to bring the people with the issues and concerns together.

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.

RTD4906A Develop work practices to accommodate cultural identity

This unit covers the process of planning for culturally appropriate work. It requires the ability to summarise essential features of Australian history, review impacts of European settlement on Indigenous societies, individuals and families and design work practices to accommodate cultural identity.

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 CHCCOM3C Utilise specialist communication skills to build strong relationships.

In this unit students will identify the best communication strategies to meet the needs of clients and colleagues and build strong relationships. They will help develop effective communication strategies and apply some of them to resolve conflicts. Finally students will use a range of ways to facilitate group discussions.

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.

CHCCDD13B Work within specific communities

This unit is about working with a group to develop, implement and evaluate a project or activity. In this unit the student will work with a group to develop, implement and evaluate a community development project.

UNIT CHCCD1B Support Community Participation

This unit gives students a structured process to work with people in communities to promote participation in identifying community issues, planning the provision of services as well as maintaining support for existing activities.

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 CHCINF7B Meet the information needs of the community

This unit involves working with a community group to find out their information needs and provide that group with information.

UNIT CHCORG5B Maintain an effective work environment

This unit is about working effectively in a workplace. In this unit students will learn how to do the best work possible as part of your job and how to work cooperatively with workmates.

UNIT CHCOHS401A Implement and monitor occupational health and safety policies and procedures for a workplace

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

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 local people's issues.

CHCGROUP2C Support group activities

This unit is about working with groups. In this unit you will develop ways to support a group, maintain a group's motivation and cohesion and help a group

COURSE LENGTH AND HOURS

The course will take two to three 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

Certificate IV in 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

Unit	Code	Hours	Full fee	Concess.
Year One				
Apply a Community Develop't Framework	CHCCD12D	80	\$104.00	\$26.00
Implement a Community Devel't Strategy	CHCCD14B	80	\$104.00	\$26.00
Plan for successful cultural practice at work	RTD5907A	60	\$78.00	\$19.50
Work effectively with culturally diverse clients and co-workers	CHCCS405A	60	\$78.00	\$19.50
Utilise specialist communication skills to build strong relationships	CHCCOM3C	60	\$78.00	\$19.50
Total			\$442.00	\$110.50
Year Two				
Develop & implement com'ty programs	CHCCD4C	96	\$124.80	\$31.20
Work with Specific Communities	CHCCD13C	64	\$82.20	\$20.55
Support Community Participation	CHCCD1B	40	\$52.00	\$13.00
Develop Community Resources	CHCCD5C	72	\$93.60	\$23.40
Meet information needs of Community	CHCINF7B	48	\$62.40	\$15.60
Maintain an effective work environment	CHCORG5B	32	\$41.60	\$10.40
Implement and monitor OHS policies and procedures for a workplace	CHCOHS401A	50	\$65.00	\$16.25
Total			\$521.60	\$130.40
Year Three				
Provide community education projects	CHCCD2B	48	\$62.40	\$15.60
Support group activities	CHCGROUP2C	24	\$31.20	\$7.80
Total			\$93.60	\$23.40
GRAND TOTAL		814	\$1,057.20	\$264.30



CONCESSIONS

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.

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.

STAFF

Co-ordinator of the Community Development courses 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.



Mr Sam Reuben
Training Co-ordinator



Ms Norayah Bindoraho
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 enrol in Certificate IV in Community Development you will need to attend an orientations session at Yalga-binbi. Contact Yalga-binbi for the dates of orientations and forms that need to be completed.

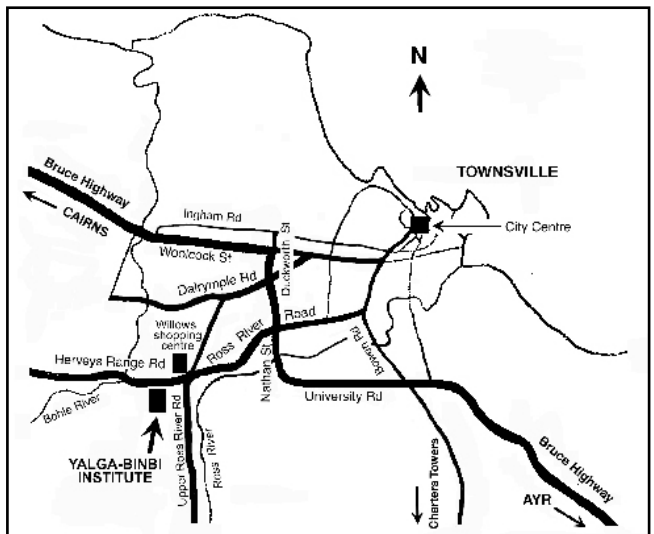
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Yalga-binbi Institute for Community Development
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Queensland, 4817

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.



NOTES

Certificate IV in 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



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