



IN PARTNERSHIP
WITH



CERTIFICATE IV IN YOUTH WORK CHC41808 and DIPLOMA OF YOUTH WORK CHC51408 **INFORMATION GUIDE 2010**

About YMIS Training

SU Qld has been providing formal training for youth workers, commonly known as YMIS (Youth Ministry Internship Scheme), since 1986. SU Victoria has sought to partner with YMIS due to its solid reputation as a practical, *hands-on* training experience. Students can expect to gain far more than just knowledge about Youth Work in its various contexts. In taking the YMIS challenge students will be stretched in faith, knowledge, relationships and practical Youth Work and Ministry skills.

Introduction to the Qualifications

Certificate IV in Youth Work (CHC41808) **One Year, Full Time, On Campus or External**

The YMIS Certificate IV in Youth Work equips people to become youth workers in secular, School and Church-run workplaces.

Our professional trainers will guide and mentor you through the foundations, frameworks and principles of youth and community work, and you'll be challenged to put your knowledge into practice through vocational and ministry placements. YMIS students graduate with a thorough understanding of issues related to youth ministry in secular organisations, churches and schools.

The Certificate IV in Youth Work for 2010 will be delivered both On Campus in Brisbane and also in external mode over one year, full-time. The qualification consists of 16 nationally accredited units of competency drawn from the Community Services Training Package. These units have been clustered and will be delivered as 5 Clusters over one year. Full details of the clusters, units and course content are provided on pages 5 and 6.

Diploma of Youth Work (CHC51408) **Two Years, Full Time, On Campus or External**

The YMIS Diploma of Youth Work (CHC51408) is aimed at equipping people for higher roles in youth and community work. The qualification has been designed specifically for faith-based youth workers such as School Chaplains and potential or practising youth workers for ministry with children and young people.

The program aims to equip those who are, or will be, responsible for the development and outcomes of programs and services for children and young people, working alongside a range of community and institution-based agencies to meet the social, behavioural, health, welfare, developmental and protection needs of children and young people.

In completing this course you will move beyond the foundations, frameworks and principles of youth and community work and into areas of greater responsibility for the direction and supervision of staff or volunteers, the contracting of external agencies and the management of specialist services.

The Diploma of Youth Work for 2010 will be delivered both On Campus in Brisbane and also in external mode over two years (full-time). The qualification consists of 24 nationally accredited units of competency drawn from the Community Services Training Package. The Diploma incorporates all 16 units of the Certificate IV in Youth Work qualification, plus additional units to equip students in management and leadership skills. These units have been clustered and will be delivered as 10 Clusters over two years. Full details of the clusters, units and course content are provided on pages 5 and 6.

Accreditation

SU Qld is a Registered Training Organisation (RTO) approved by the Department of Employment and Training to deliver the **Diploma of Youth Work (CHC51408)** and **Certificate IV in Youth Work (CHC41808)**. These are nationally recognised and accredited qualifications that incorporate training for working with children and young people.

At the end of the course of study, students who achieve competency in all units will be awarded their qualification at a graduation ceremony which takes place in January the following year. Upon partial completion of the qualification students will be awarded a Statement of Attainment listing the units of competency completed. Diploma students who successfully complete all units from the first year of the Diploma will be eligible to receive the Certificate IV in Youth Work (CHC41808) should they be unable to continue.

Entry Requirements

Vocational Placement

To maximise the effectiveness of the YMIS Youth Work courses and their content, much of the assessment will be contextualised to the workplace. Students are therefore required to undertake a placement in a youth work or youth ministry setting for the duration of their course, where they will work closely with a nominated Placement Supervisor from that workplace. To meet these requirements, students can be either currently employed in a role working with children or young people (eg School Chaplain, church Youth Pastor), or can undertake a placement with an organisation (paid or voluntary) where they can carry out such a role for the duration of their training (volunteer to work alongside a School Chaplain).

This type of training will both benefit those new to Youth Work and sharpen the skills and knowledge of experienced practitioners.

Pre-enrolment Consultation

SU Qld prides itself on providing quality training and due to the nature of Vocational Placements and hands-on training incorporated in the course, students are guided through a process of pre-enrolment consultation with YMIS staff. This process helps prepare students and manage course requirements and expectations. This consultation may be done in person, over the phone or online and will vary according to each student's individual situation and needs.

Working With Children Cards

All students enrolled in YMIS through SU Victoria are required to hold a current Victorian Working with Children Check Card. A photocopy of the card should be provided upon enrolment.

Qualification Organisation and Delivery

Duration

The YMIS Youth Work courses are delivered in a flexible mode over 80 weeks within a two year time frame for the Diploma, and one year for the Certificate IV. Training commences each year in late February and runs through to November. Finalised course schedules will be issued once you have enrolled.

Organisation

The units of competency in the qualification have been organised into themed 'clusters'. Each cluster consists of a component of face-to-face training, online learning tasks and workplace portfolio assessment tasks relevant to the Vocational Placement. Each cluster will involve five weeks of training plus an additional week to complete all assessment tasks. Students will need access to the Internet a number of times each week to complete each cluster within the specified time frame.

Cluster	5 Weeks + 1 Week for assessment tasks		
	Trainer Support		
	Online Tutorials	Face 2 Face	Portfolio Tasks

Training Experiences

The YMIS Youth Work courses are comprised of three major training experiences:

1. Lecture Training
2. Vocational Placement
3. Field Trips

Ongoing assessment is conducted throughout the course and will incorporate all of these training components. These three areas of study and practical experience are integrated in such a way that students are prepared for service professionally, practically and spiritually.

1. Lecture Training

All students engage with a range of material presented in the form of lectures, generally for the equivalent of one day per week.

External students receive their lecture material in correspondence format via the YMIS online learning system (Moodle). This may include readings, activities, videos, podcasts, interactive online discussions, structured feedback, lecture materials. Students are also encouraged to network with their trainers, supervisors and also their study mates through discussion forums and chat rooms. Timetables for coursework and assessment are provided and students have External students are essentially self-directed in their completion of materials.

On Campus students attend lectures at the SU Qld Brisbane campus one day a week, usually a Tuesday. A typical training day starts at 8.30am and can finish as late as 4pm. These training days engage students with a range of in-house and visiting specialist lecturers. The time includes scheduled opportunities for leadership training, meetings, group sharing/discussion, general feedback and student support. A sample of various lecture topics can be found at the end of this document. An extensive online training system (Moodle) provides online materials, discussion forums and chat rooms to encourage students in networking with the trainers, supervisors and peers. Depending on student numbers evening lectures may also be made available for students in 2010.

2. Vocational Placements

All YMIS students are expected to participate in a Youth Work role/context for the period of their training for a minimum of one day per week* (at least 8 hours). They are to work with an experienced youth worker or agency to gain on-the-job experience and develop their knowledge and practical skills. This aspect of the course is a crucial learning experience, where information and strategies from lectures can be extended into practical areas and be applied when opportunity arises.

* (While one day per week in placement is the requirement, students are able to voluntarily do more time in placement. While this will need to be negotiated with the Placement Supervisor, extra time in placement will provide an enhanced training experience.)

Arrangements for Vocational Placements are made either by individual students or by SU Victoria. The Training Manager will make final approval of all placements. Such arrangements are made following consultation, and with the purpose of being mutually beneficial. It is expected that each participant will remain in the same major placement for the duration of the course where possible.

3. Field Trips

Field trips are designed to complement the theory component and Vocational Placement by exposing students to a diverse range of Youth Work settings, models and leadership styles. Below are just some of the areas in which YMIS students may experience practical training through field trips:

- ★ Working with young people with disabilities.
- ★ Working with and assisting homeless youth, dealing with drug addiction and prevention, and assisting those in high-risk categories.
- ★ Working with young people with legal problems.
- ★ Working with Indigenous youth and agencies supporting Indigenous young people.
- ★ **Optional Experiences**
Cross-Cultural Experience - Students will have the opportunity to travel to an Aboriginal community in the Outback/Gulf and provide youth and/or ministry programs, aimed at areas relevant to the local community, in partnership with local people. On campus students travel together for this trip, which also includes a training day and debrief day.

External students wishing to participate will be given options for experiencing this trip. External students also have the option of arranging their own cross-cultural experience on their own or with another group. Arrangements will need to be negotiated with and approved by the Training Manager.

SU Victoria programs - As a YMIS student you will have the opportunity to participate in many of SU Victoria's dynamic youth work and youth ministry programs such as ELEVATE (schools ministry), school camps and other outreach programs.

On-Campus students will complete the field trips as a group from the Brisbane Campus, while External students may be required to organise relevant field trips to comparable organisations in their local area.

Course Orientation and Time Commitment

YMIS offers both On Campus and External modes of delivery to help you choose a study plan that will suit your lifestyle.

On Campus Students

- Students are required to attend one day on-campus (Brisbane) each week for content delivery, lectures, guest speakers, group work and assessment
- Students must participate in a Youth Work role/context for the period of their training for a minimum of one day/at least 8 hours per week (minimum total 400 hours over the duration of the course for Diploma students, and 240 hours minimum total for Certificate IV students).
- Ongoing online assessment and portfolio tasks
- We encourage students to form Peer study groups that meet regularly at times that suit the group
- Attendance at the External Intensives (outlined below) is optional

External Students

- *External students are required to attend two intensives each year* - a week-long Brisbane based Intensive in February/March and a three-day Intensive in August each year for the face-to-face delivery of course content, lectures, guest speakers, group work and assessment
- Students must participate in a Youth Work role/context for the period of their training for a minimum of one day/at least 8 hours per week (minimum total 400 hours over the duration of the course for Diploma students, and 240 hours minimum total for Certificate IV students).
- Ongoing online assessment and portfolio tasks
- Peer networking
- External students can also attend any of the weekly lectures that take place at the Brisbane Campus

Intensives

Intensives are held twice a year and are designed to give external students the face to face delivery of core and elective content, assessment and support required to successfully complete their coursework. Due to the nature of Youth Work, some content and workshop assessment areas such as interpersonal skills, counselling and guidance must be conducted in person to ensure all competencies are met. On Campus students can also opt to attend these intensives to network with other students and access additional training opportunities.

- The August Intensive electives are currently delivered at the SU Qld Staff Conference held at the Sunshine Coast. YMIS students are offered a meal and accommodation package to assist them in attending. Running the intensive through the conference gives students a wonderful opportunity to connect with SU Qld chaplains and other experienced youth workers from across the state.
- In 2010 we are also looking at presenting another option for the August intensives, for students unable to attend the SU Qld staff conference at the Sunshine Coast. More information will be given on this option closer to the time.

Orientation

In addition to the course and group work, the first intensive also includes a comprehensive orientation program designed to provide students with:

- An introduction to the work of SU Qld and a solid understanding of the structure and organisation of the course
- Information about assessment details
- An opportunity to meet and build relationships with trainers, staff and other students
- Experience navigating the online learning environment (including YMIS Moodle)
- Student ID cards
- The opportunity to finalise any administrative/enrolment details and clarify any issues with staff
- Guidance for time management and the development of study skills that will be required throughout the course

Other

Both modes of study will also involve:

- Extensive use of online materials, pod casts, videos, discussion forums, chat rooms and blogs
- One-on-one trainer support online and via phone or at your workplace and at local SU Qld hubs
- Extra supervision from suitable candidates if required 6

Student Support

The outcomes of YMIS training are more than a qualification or a piece of paper. YMIS provides a training environment where students are encouraged to embrace new understandings in concept and practice, develop in their own spiritual walk, expand their mindsets and extend their professional development. Providing adequate support to students while they are involved in their training is an important component of our training service. Student support occurs through the following mediums:

Training Staff

On Campus students can directly access both training and support staff in person during the weekly lecture/ training days and at other times during each week.

External students have direct access, via phone, email, mail and the online system (Moodle), to an external studies co-ordinator whose role is specifically focussed on providing support to the external students and the unique needs of this mode of training.

Vocational Placement Supervisor

All YMIS students work closely with their Vocational Placement supervisor for the duration of their training. Students are encouraged to work at building a relationship with their supervisor that can in turn provide a source of assistance with the demands of the qualification and their own personal and professional development.

YMIS courses are delivered in a Christian context and will involve a personal exploration into faith and as such students are encouraged to maintain regular church attendance throughout their training as a source of additional support and pastoral care. Students may also be asked to nominate a church leader or other suitable person who can provide an additional mentoring/support role during their training. This has proven to be especially important for External students. Training staff will contact your nominated person throughout the year as another form of pastoral support.

Student Networks

On-campus students interact regularly throughout their training and many form strong and lasting friendships. These informal interactions can provide a network of support for students and are strongly encouraged by YMIS. Additionally, student prayer groups are developed On Campus and students are free to participate in these as an additional structure of support.

External students interact with the on-campus students at various times throughout their training and students are encouraged to continue to develop these networks online. There are also informal and formal networks of support that continue to develop in various regions and students are encouraged to access or initiate such networks. The Training Manager can provide additional information in this regard.

Internet Access and Online Components

It's vital that students have reliable access to the internet when undertaking study with YMIS, as the online delivery, discussions, forums, journal articles and support constitute a significant component of the course. The YMIS Moodle website is the portal for YMIS students, trainers and staff.

The public area of the site can be viewed at www.ymis.suqld.org.au.

Enrolled YMIS students are also issued with a login and password granting them access to a more detailed member area. The member area contains pod casts, videos, discussion forums, chat rooms and blogs, which are used to deliver training materials, encourage group discussion and debate and foster a peer-learning environment. Support from trainers and assessors is also available online and students can upload assessment portfolios directly on the YMIS Moodle site.

2010 Course Fees and Administration

Tuition fees for the courses beginning in 2010 are yet to be finalised but is expected to be around \$3000 each year, plus \$600 covering travel and accomodation. A total of \$3600 for the Certificate IV. Tuition fees can be paid incrementally over the two-year period after an initial 10% deposit. Both courses are Centrelink approved. Additional costs for optional components such as trips and camps will be advised as they are finalised.

Apprenticeship Training Incentive Funding

Funding assistance towards tuition fees may be available through an Apprenticeship Training Incentive, provided by the Federal Government, for those who meet the required criteria. Eligibility for the funding will be based on the level of qualification/s students have completed and will be assessed by an appointed Australian Apprenticeships Centre. An *Apprenticeship Funding Eligibility* form should be completed and submitted with an *Application for Admission* form so eligibility for this funding can be assessed prior to enrolment.

Credit Transfer and Recognition of Prior Learning (RPL)

Students may apply for Credit Transfer or RPL if they have completed the same units as those offered in the Diploma, or completed equivalent study or have experience in a relevant field. For example, past YMIS students with the Cert 4 in Youth Work qualification may be able to credit a number of units towards the Diploma, which will reduce the cost of training.

Credit Transfer

Credit Transfer may be awarded to students who have completed exactly the same units as those offered in the Certificate IV in Youth Work or Diploma of Youth Work through another recognised RTO. There is a one-off application fee of \$25.00 for administrative purposes (regardless of the number of units credit is being applied for), and tuition fees for those units are reduced from the total fees. Students will be asked to provide copies of transcripts and academic records as evidence that competency in the unit/s have been achieved. *Application for Credit Transfer* forms are available from the YMIS Training Department.

Recognition of Prior Learning (RPL)

RPL may be awarded to students who have proved through appropriate documentary evidence that they have met the required assessment criteria for units through previous study or experience in a relevant field. The cost of RPL is 60% of the tuition fee for each unit awarded. To apply for RPL students will need to contact the YMIS Training Department to book an interview time (to be held in person or by telephone). The interview will determine whether an RPL application is likely to be successful. If successful, students will be invited to apply for RPL and provided with an RPL kit to complete. *Application for RPL* forms are available from the YMIS Training Department.

Applying for credit or RPL is optional. Many students choose to enrol in the full program to update their skills and ensure their knowledge and practical application of policy, regulations, approaches and strategies is current.

Pathways

The Certificate IV and Diploma programs aim to provide students with access and experience in a range of youth work models and youth work experiences that may assist them in pathway decisions. Common education pathways for graduates include further study in: psychology and counselling, social work, teaching, Bible College programs or courses at similar ministry training centres. A number of Higher Education programs will give credit for this qualification and we encourage students to investigate these options should they be interested in further study.

Contact the YMIS staff for more information regarding agreements that exist with other institutions for YMIS Diploma graduates, or contact the education provider of your choice directly.

What To Do Next...

Complete and return the *Application for Admission* form and *Apprenticeship Funding Eligibility* form as soon as possible to register your interest in starting the Certificate IV in Youth work or Diploma of Youth Work in the next intake.

You can download these forms from www.suvic.org.au or contact SU Victoria.

If you have any questions regarding the YMIS courses please contact Meredith Ward by phone: (03)9482 5700 or email: meredithw@suvic.org.au.

Address:

SU Victoria, 157 Heidelberg Rd, Northcote, 3070



COURSE OUTLINE

DIPLOMA AND CERTIFICATE IV - YEAR ONE

Cluster	Cluster Description	Units of Competency	Face-to-face content delivered at		
			EX	OC	
1	<p>Introduction to Children’s and Youth Work This unit covers an introduction to concepts and constructions of children and youth; definitions and contexts of children’s and youth work practice; and issues around engaging with children and young people from diverse backgrounds and situations.</p>	<ul style="list-style-type: none"> • CHCYTH401A Engage Respectfully With Young People • CHCYTH402A Work Effectively With Young People in the Youth Work Context • HLTHIR403B Work Effectively With Culturally Diverse Clients and Co-Workers 	March Intensive, On Campus, Brisbane	Weekly lectures Brisbane Campus	
2	<p>Interpersonal Work With Young People This unit covers the skills and processes involved in interpersonal work with children and young people. This includes an introduction to models of pastoral care, counselling and case management processes; as well as the skills involved in active listening, problem solving and change management.</p>	<ul style="list-style-type: none"> • CHCCS422A Respond Holistically to Client Issues and Refer Appropriately • CHCICS406A Support Client Self-Management • CHCNET404A Facilitate Links With Other Services • CHCYTH403A Support Young People to Create Opportunities in Their Lives • CHCYTH506A Provide Services For Young People Appropriate to Their Needs and Circumstances 			
3	<p>Community Work With Young People This unit covers an introduction to models of community development with young people that promotes youth participation and collective action. Examples as the international, national and local levels will be explored.</p>	<ul style="list-style-type: none"> • CHCCD412A Work Within a Community Development Framework • CHCYTH504A Support Young People to Take Collective Action • CHCYTH505D Support Youth Programs 			
4	<p>Crisis Management With Young People This unit covers crisis management skills and processes at both the interpersonal and organisational levels. Areas such as Critical Incident Management processes; suicide prevention and intervention; and grief and loss responses will be explored.</p>	<ul style="list-style-type: none"> • CHCYTH407D Respond to Critical Incidents • CHCYTH608C Manage Service Response to Young People in Crisis 			August Intensive, Sun Coast
5	<p>Legal and Ethical Work Practices in Youth Work This unit covers the legal, organisational, ethical and professional contexts in which children’s and youth work takes place in. One area given particular attention in this unit is OHS participation and management.</p>	<ul style="list-style-type: none"> • CHCCOM403A Use Targeted Communication Skills to Build Relationships • CHCCS400A Work Within a Relevant Legal and Ethical Framework • HLTOHS300A Contribute to OHS Processes • HLTOHS400A Maintain OHS Processes 			Online Only

Upon successful completion of all units of competency, students will be eligible to receive the **Certificate IV in Youth Work**. Graduation ceremony following Jan.

COURSE OUTLINE

DIPLOMA - YEAR TWO

Cluster	Cluster Description	Units of Competency	Face-to-face content delivered at	
			EX	OC
6	Child Protection This unit covers information on child abuse, neglect and other forms of harm. It also looks at the reporting responsibilities of children's and youth workers should they suspect harm or receive a disclosure of harm from a child or young person.	<ul style="list-style-type: none"> • CHCCHILD404A Support the Rights and Safety of Children and Young People • CHCYTH501A Develop and Implement Procedures to Enable Young People to Address Their Needs 	March Intensive, On Campus, Brisbane	Weekly lectures Brisbane Campus
	Group Work With Young People This unit covers the skills and processes involved in planning, facilitating and evaluating groups with children and young people.	<ul style="list-style-type: none"> • CHCGROUP403D Plan and Conduct Group Activities 		
	Developing Programs With Young People This unit covers the skills and processes necessary for determining the needs of children and young people; as well as planning, facilitating and evaluating programs and services in response to those needs.	<ul style="list-style-type: none"> • CHCCS503A Develop, Implement and Review Services and Programs to Meet Clients Needs 		
9 10	Youth Work Management Part 1 + 2 These units cover a range of skills and processes for the effective management of youth work organisations. Key areas include those of strategic planning; coaching staff and volunteers; managing difficult situations; professional communication; and developing a personal / professional development plan.	<ul style="list-style-type: none"> • CHCCOM504A Develop, Implement and Promote Effective Workplace Communication • CHCCS502A Maintain Legal and Ethical Work Practices • CHCCS513A Maintain An Effective Community Sector Work Environment 	August Intensive, Sun Coast	

END OF PROGRAM - Graduation ceremony in January the following year for all successful graduates.