

Alcohol and Other Drug VET Qualifications and Training Providers Database









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National Centre for Education and Training on Addiction (NCETA)

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Any enquiries about or comments on this publication should be directed to: Professor Ann Roche National Centre for Education and Training on Addiction (NCETA)

Flinders University, GPO Box 2100 Adelaide 5001, South Australia, Australia

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NCETA

The National Centre for Education and Training on Addiction is an internationally recognised research centre that works as a catalyst for change in the alcohol and other drugs (AOD) field.

Our mission is to advance the capacity of organisations and workers to respond to alcohol-and drug-related problems. Our core business is the promotion of workforce development (WFD) principles, research and evaluation of effective practices; investigating the prevalence and effect of alcohol and other drug use in society; and the development and evaluation of prevention and intervention programs, policy and resources for workplaces and organisations.

NCETA is based at Flinders University and is a collaboration between the University, the Australian Government Department of Health and Ageing and the SA Department of Health.

Executive Summary

This document presents up-to-date details of the training providers of alcohol and drug related vocational education qualifications, as at 30 August 2011. It includes details of the courses offered by publically funded Technical and Further Education Institutes (TAFEs) and industry based and private registered training organisations (RTOs).

There is a wide range of RTOs spanning schools to universities, and including public and private institutions (see p.8).

The database includes details of all organisations that deliver:

CHC40408 - Certificate IV in Alcohol and Other Drugs Work

CHC50208 - Diploma of Community Services (Alcohol and other drugs)

CHC50408 - Diploma of Community Services (Alcohol, other drugs and mental health).

A total of 69 training providers were identified who offer one or more of these three key VET Sector accredited courses. Of these:

- 63 training providers offered the Certificate IV
- 35 offered the Diploma of Community Services (Alcohol and other drugs)
- 31 offered the Diploma of Community Service (Alcohol, other drugs and mental health).

The majority of the 69 RTOs providing these three key alcohol and drug related courses are public TAFES (n=34) followed by private RTOs (n=19).

Training providers are located in all states of Australia but predominate in New South Wales and Victoria (see Table 2 p.10). Some RTOs operate nationally.

Skill Set Components

In addition to the three key courses, the document provides details of the alcohol and drug skill set. The four units listed in the box below constitute the Alcohol and Other Drug Skill Set and it also displays the number of RTOs who have these units on their scope.

Units of Competency Code	RTOs with this unit on scope
CHCAOD402A – Work effectively in the alcohol and other drugs sector	524
CHCAOD406D - Work with clients who are intoxicated	274
CHCAOD408A – Assess needs of clients with alcohol and/or other drugs issues	281
CHCMH401A - Work effectively in mental health settings	180

The database was developed as part of a larger study of alcohol and other drug vocational qualifications delivered in Australia that involved a survey undertaken to identify training provider location and geographic coverage; delivery methodologies; provision of electives; and course content in relation to cannabis. A subsequent report details the outcomes of the survey.

The database has been developed by the National Centre for Education and Training on Addiction (NCETA) for the Australian Government Department of Health and Ageing through funding provided by the National Cannabis Prevention and Information Centre (NCPIC).

This training providers database is also available for download from the NCETA website www.nceta.flinders.edu.au.

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1. Introduction

Over the past decade, there has been a greater focus on workforce development and a growing interest in the provision of formal qualifications in the alcohol and drug area (Roche and Pidd, 2010). This is particularly the case at the vocational educational level which caters largely for those who have a professional interest in this area but few formal qualifications. Increasingly, it also caters for those who have acquired a formal qualification but may have little training in relation to alcohol and drugs.

The growing emphasis on minimum qualifications (Drugs Policy and Services Branch, 2006; Pidd, Roche, & Carne, 2010) in the alcohol and drug field has also created an imperative for the provision of appropriate qualifications to meet this demand for increased professionalism and elevated skill levels in this workforce. The VET sector has developed a suite of courses to fill this need.

However, to-date there has been little readily available information about what alcohol and drug courses are available and who provides them across Australia. To address this gap, the National Centre for Education and Training on Addiction (NCETA) previously undertook a review of available alcohol and drug courses in the higher education and VET sectors with a specific focus on professional development opportunities in regard to co-occurring alcohol and drug and mental health issues (Roche, Duraisingam, Wang, & Tovell, 2009).

In the present training review, we examine in closer detail the availability of vocationally accredited training qualifications in the alcohol and other drugs field. In doing so, NCETA developed a comprehensive database of providers¹ of nationally accredited qualifications to assist those interested in accessing these qualifications.

The database of alcohol and other drug training providers is presented here in hard copy, and is also available in a web based format from the NCETA website www.nceta.flinders.edu.au.

¹ The term 'providers' refers to Registered Training Organisations (RTOs) that deliver and assess vocational training under the Australian Qualifications Framework.

A Survey of Training Providers

A second stage of this project involves a survey2 of training providers to obtain greater detail on:

- type of provider
- qualifications delivered
- geographic coverage
- delivery mode (face-to-face, distance, online, by recognition of prior learning/current competency (RPL/RCC), blended delivery)
- elective units of competency used in delivering the qualifications
- provision of standalone units/skill sets
- background and demographic profile of trainers
- how cannabis related content is delivered in training.

A key component of the survey will be the identification cannabis related content as it is currently incorporated within nationally accredited qualifications. At present, it is not possible to identify how much content specifically relating to cannabis is provided. The Community Services Training Package offers no indication of how much or what content is or should be delivered in relation to cannabis. The units of competency in the Community Services Training Package do not detail any specific cannabis related knowledge requirements.

An examination of the entire Training Package revealed that the word 'cannabis' is only used once in a single unit of competency, *CHCCS403B Provide Brief Intervention*, which notes it in the Range Statement. The NCETA survey will identify providers willing to participate in developing resources to support the delivery of training that will facilitate the appropriate skills, knowledge and attitudes necessary to work with clients who use cannabis. Given the level of cannabis use in Australia this could significantly enhance the knowledge and skills of the alcohol and other drug workforce in this area.

 $^{^{\}rm 2}$ Findings from the survey will be published in a subsequent report.



2. Development of the Database

Alcohol and Other Drug Courses

To create the training database, information was collected on Registered Training Oganisations (RTOs) that had one or more of the nationally accredited alcohol and other drug qualifications on their Scope of Registration as at 30 August 2011, according to the National Register of Training published on the Australian Government's www.training.gov.au website.

NCETA identified three qualifications relating to alcohol and other drug work in the Community Services Training Package 2008. The qualifications included in the database are the three main AOD qualifications of relevance at the certificate and diploma levels.

These are:

- CHC40408 Certificate IV in Alcohol and Other Drugs Work (Cert IV AOD Work)
- CHC50208 Diploma of Community Services (Alcohol and other drugs) (Dip CS (AOD))
- CHC50408 Diploma of Community Services (Alcohol, other drugs and mental health) (Dip CS (AOD/MH)).

A summary of these qualifications is presented below, with further detail contained at Appendix 1.

CHC40408 Certificate IV in Alcohol and Other Drugs Work

This qualification applies to workers who provide a range of services and interventions to clients with alcohol and other drug issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

The qualification:

- Defines the knowledge and skills for support workers and care workers who work autonomously under the broad guidance of other practitioners and professionals in the community services and health sectors
- Refers to specific knowledge of a client with alcohol and other drugs issues and to appropriate intervention processes applied in residential and community settings.

CHC50208 Diploma of Community Services (Alcohol and other drugs)

This qualification applies to workers providing services to clients in relation to alcohol and other drug issues.

The qualification:

- Includes counselling, referral, advocacy and education/health promotion services
- Requires high level specialist knowledge, skills and competencies especially in regard to laws
 affecting clients, the range of services available to them and health issues related to alcohol
 and drug use and misuse.

Occupational titles may include:

- Alcohol and drug worker
- · Community rehabilitation and support worker
- Community support worker.

CHC50408 Diploma of Community Services (Alcohol, other drugs and mental health)

This qualification applies to workers providing services to clients in relation to mental health and alcohol and other drug issues.

The qualification:

- Includes counselling, referral, advocacy and education/health promotion services
- Requires high level specialist knowledge, skills and competencies especially in regard to laws
 affecting clients, the range of services available to them and health issues related to mental
 health and alcohol and drug use and misuse.

Occupational titles may include:

- · Alcohol and drug worker
- Mental health outreach worker
- Community rehabilitation and support worker
- Mental health rehabilitation support worker
- Community support worker
- Mental health support worker
- Mental health community worker.

Course Delivery

The delivery of the three key alcohol and other drugs courses outlined here occurs via a variety of different training providers. These training providers include 69 Registered Training Organisations ranging from public Technical and Further Education providers, government and industry based providers, dual universities and community based adult education providers. Training providers may offer one, all, or a combination of the three courses.

A list of the 69 training providers showing which of the three courses they offer is shown at Appendix 2.

There are seven potential combinations of alcohol and other drug courses that a training provider might offer, as follows:

- Certificate IV (AOD Work)
- Diploma of Community Services (AOD)
- Diploma of Community Services (AOD/MH)
- Certificate IV (AOD Work) and Diploma of Community Services (AOD)
- Certificate IV (AOD Work) and Diploma of Community Services (AOD/MH)
- Diploma of Community Services (AOD) and Diploma of Community Services (AOD/MH)
- Certificate IV (AOD Work), Diploma of Community Services (AOD), Diploma of Community Services (AOD/MH).

Information on the delivery of these courses across Australia is provided in the tables below.

Data Limitations

Effort was made to identify all existing RTOs with nationally accredited alcohol and other drug qualifications on their Scope of Registration. Organisations included are those listed as registered at 30 August 2011. However, it is acknowledged that the database may not be exhaustive as some providers may:

- have been registered since the audit date
- may have discontinued registration after the audit date
- may have modified their Scope of Registration since the audit date by either deleting or adding qualifications
- the provider information on the www.training.gov.au website may be out-of-date.

The database does not include organisations that only deliver individual units or combinations of units of competency from these qualifications, or providers who use units from these qualifications as electives in other qualifications. Many qualifications can import a range of electives that are included in the implied scope of a provider.

Many organisations have individual competencies implied in their scope that they may never deliver due to a lack of demand, and/or a lack of appropriately qualified trainers. For example, the unit CHCAOD402B - Work Effectively in the Alcohol and Other Drugs Sector is implied in the scope of 524 training providers. However, it was not feasible within our time frame and resources to scope all of these organisations.

Definitions of Terms³

Accredited Courses

Courses will only be accredited for national recognition where no national Training Package qualification exists. The course must meet the standards outlined in the Standards for State and Territory Registering/Course Accrediting Bodies and the Guidelines for Course Developers. Accreditation is approved by a state or territory course accrediting body.

An accredited course must be delivered by a Registered Training Organisation for recognition under the Australian Qualifications Framework.

There are two types of accredited courses:

- courses that result in an Australian Qualifications Framework qualification these are referred to as a 'Certificate II in...', or 'Diploma of...'
- courses that result in an Australian Qualifications Framework Statement of Attainment and are not complete qualifications these are referred to as a 'Course in...'.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) is the national policy for regulating qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. The AQF was first introduced in 1995 to underpin the national system of qualifications in Australia encompassing higher education, vocational education and training, and schools.

Through the AQF, the Community Services and Health Industry Skills Council (CSHISC) oversees delivery of the CHC08 Community Services Training Package which includes the three units of competency covered in this report:

CHC40408 - Certificate IV in Alcohol and Other Drugs Work

CHC50208 - Diploma of Community Services (Alcohol and other drugs)

CHC50408 - Diploma of Community Services (Alcohol, other drugs and mental health).

Blended Learning

Blended leaning is the term used to describe learning or training events or activities where distance education (including e-learning in its various forms) is combined with more traditional classroom training.

Certificates I - IV

Certificates I - IV prepare candidates for both employment and further education and training. Certificates I and II are largely new qualifications recognising basic vocational skills and knowledge and Certificates III and IV largely replace the now outdated category of trade certificates.

³ Department of Education Employment and Workplace Relations (DEEWR, 2011), Commonwealth of Australia: www.training.gov.au

Certificates I - IV:

- recognise skills and knowledge that meet nationally endorsed industry / enterprise competency standards as agreed for those qualifications by the relevant industry, enterprise, community or professional group
- include preparatory access and participation skills and knowledge such as:
 - literacy and numeracy
 - communication skills
 - working in teams
 - workplace technology
 - industry specific competencies of increasing complexity and personal accountability at each level of the Certificate qualification
 - may be gained through a wide range of pathways, including:
 - » Australian Apprenticeships (including traineeships)
 - » work-based and/or school/institution-based training
 - » recognition of prior learning (which may include training programs or an accumulation of short courses).

Diploma and Advanced Diploma

Diplomas and Advanced Diplomas prepare candidates for the self-directed application of skills and knowledge based on fundamental principles and/or complex techniques. These qualifications recognise capacity for initiative and judgment across a broad range of technical and/or management functions.

The Advanced Diploma is a more specialised qualification and signifies skill and knowledge of greater complexity and a higher level of personal accountability than is required at the Diploma level.

Pathways

Diplomas and Advanced Diplomas may be gained through a wide range of pathways and programs of varying lengths, determined by the education and training sector that issues the qualification.

Pathways include:

- work-based and/or institution-based training; and
- recognition of prior learning (which may include training programs or an accumulation of short courses).

Skill Sets

Skill Sets are defined as single units of competency or combinations of units of competency from a nationally endorsed Training Package which link to a licence or regulatory requirement or a defined industry need. Units of competency that form a Skill Set can be drawn from one or more Training Package.

RTOs identify combinations of units of competency to meet specific enterprise or individual needs and have done so for many years. Training Package Skill Sets are a new way of formally recognising these small chunks of skills, as agreed to by industry.

Sope of Registration

Scope of registration specifies the AQF qualifications and/or units of competency a Registered Training Organisation can issue and the industry training and/or assessment services it is registered to provide. An RTO's scope of registration is subject to regular audits. These audits examine compliance with delivery standards under the AQF together with documented strategies for delivery and assessment of each qualification, or part thereof, that the training organisation delivers to ensure the organisation has the capacity to deliver the proposed qualifications/units of competency.

An organisation may seek to extend its scope of registration by applying to the body that registered it. All applications for an extension to scope are assessed for capacity to deliver and appropriateness of delivery and assessment strategies.

Registered Training Organisations (RTOs)

An RTO is an organisation that is registered in accordance with the Australian Quality Training Framework (AQTF) Standards for Registered Training Organisations to provide specific vocational education and training and/or assessment services. RTOs may include TAFE institutes, private providers, community providers, schools, higher education institutions, industry organisations and enterprises.

Across Australia, there are over 4,100 RTOs operating. The term 'Registered Training Organisation' mainly refers to those institutions providing vocational qualifications, and is not commonly used to refer to schools or universities, although the latter are in fact RTOs.

Types of RTOs

There is a wide range of RTOs ranging from schools through to universities, public and private institutions, as shown in the Box below.

School – Government
School – Australian Technical College
School - Catholic
School - Independent
Technical and Further Education Institute
University – Government
University – Non-Government catholic
University – Non-Government Independent
Enterprise – Government
Enterprise – Non-Government
Community Based Adult Education Provider
Education and Training Business or Centre - Privately Operated
Professional Association
Industry Association
Equipment and/or Product Manufacturer or Supplier
Other - Not elsewhere classified

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from a nationally recognised qualification(s) / course(s).



3. The Training Database

The database⁴ of training providers of alcohol and other drug courses contains details of:

- Vocationally accredited qualifications in AOD
- Training provider's name, contact details, and website details.

Three accredited qualifications were identified as relevant utilising the www.training.gov.au website. These qualifications are:

- CHC40408 Certificate IV in Alcohol and Other Drugs Work
- CHC50208 Diploma of Community Services (Alcohol and other drugs)
- CHC50408 Diploma of Community Services (Alcohol, other drugs and mental health).

At a national level all of these qualifications are delivered by multiple providers (see Table 1). Different states have variable numbers of providers and some state based providers may be accredited to deliver in more than one state.

A number of providers deliver only one of the qualifications and some deliver a combination of qualifications (see Table 3 for a breakdown of the courses, and combination of courses, offered and the number of providers who deliver them).

⁴ A copy of the full training database is available from the NCETA website www.nceta.flinders.edu.au.

Vocationally Accredited AOD Courses

The number of providers in Australia offering each alcohol and other drug qualification is shown in Table 1. There is a total of 69 providers, most of whom provide a combination of qualifications, hence the sum of providers in Table 1 is greater than the total number of providers. The Certificate IV (AOD Work) is the most commonly offered qualification.

Table 1. Vocationally Accredited AOD Courses by Number of Providers Across Australia

Qualification	Number of providers
CHC40408 - Certificate IV in Alcohol and Other Drugs Work	63
CHC50208 - Diploma of Community Services (Alcohol and other drugs)	35
CHC50408 – Diploma of Community Services (Alcohol, other drugs and mental health)	31

Vocationally Accredited AOD Courses by State

Table 2 displays the number of providers offering each qualification by state of delivery. Some nationally registered organisations operate in all states, and some state registered providers deliver in one or more states.

Table 2. Vocationally Accredited Courses by State

Qualification	NSW	Vic	Qld	Tas	SA	WA	NT	ACT	All States
Certificate IV (AOD Work)	18	24	14	4	7	3	3	5	5
Diploma of Community Services (AOD)	12	17	7	2	4	1	2	2	2
Diploma of Community Services (AOD/MH)	11	11	8	1	3	2	2	2	4
Total	41	52	29	7	14	6	7	9	11

Vocationally Accredited AOD Course Combinations and Providers

Table 3 quantifies the number providers offering various combinations of the qualifications. As there are three qualifications, there is a total of seven possible mutually exclusive combinations of courses that can be offered.

There is a total of 69 Registered Training Organisations in Australia that deliver vocational alcohol and other drug qualifications. The majority of providers deliver the Certificate IV in Alcohol and Other Drug Work as a standalone qualification or in conjunction with other qualifications. Just over one third of providers only deliver the Certificate IV. The next most commonly offered options are the Certificate IV in combination with one or more of the other qualifications.

Table 3. Vocationally Accredited AOD Course Combinations by Number of Providers

Course combinations	Number of providers
Certificate IV (AOD Work) only	25
Diploma of Community Services (AOD) only	3
Diploma of Community Services (AOD/MH) only	1
Certificate IV (AOD Work) and Diploma of Community Services (AOD)	10
Certificate IV (AOD Work) and Diploma of Community Services (AOD/MH)	8
Diploma of Community Services (AOD) and Diploma of Community Services (AOD/MH)	3
Certificate IV (AOD Work), Diploma of Community Services (AOD), Diploma of Community Services (AOD/MH)	19
Total	69

Types of Institutions Offering Nationally Accredited AOD Qualifications

As noted above, there is a range of institutions that provide nationally accredited vocational qualifications in Australia. The general term covering all providers is Registered Training Organisation (RTO). An RTO is an organisation registered in accordance with the Australian Qualifications Framework Standards for Registered Training Organisations to provide specific vocational education and training and/or assessment services. RTOs may include TAFE institutes, private providers, community providers, schools, higher education institutions, industry organisations and enterprises. There are over 4,100 RTOs operating in Australia (DEEWR, 2011).

Nationally Accredited AOD Qualifications Offered by Institution Type

Table 4 displays the number of providers offering each qualification or combination of qualifications by institution type. The majority of organisations providing AOD qualifications are either TAFEs, privately operated RTOs or enterprise based RTOs.

Table 4. Nationally Accredited AOD Qualifications offered by Institution Type

Institution type	CIV AOD Work only	Dip CS (AOD) only	Dip CS (AOD/ MH) only	CIV AOD Work and Dip CS (AOD)	CIV AOD Work and Dip CS (AOD)	Dip CS (AOD) and Dip CS (AOD/MH)	CIV AOD Work, Dip CS (AOD), Dip CS (AOD/MH)	All
Public TAFE	9	1	-	3	7	2	12	34
University – Government *	1	-	-	-	-	-	-	1
University								
Non-Government Catholic	-	-	-	-	-	-	-	-
University								
Non-Government Independent	-	-	-	-	-	-	-	-
Enterprise – Government	1	-	-	1	1	-	2	5
Enterprise Non- Government		-	-	-	-	-	-	-
Community Based Adult Education Provider	3	-	-	2	-	-	-	5
Education Training Business/Centre – Privately Operated RTO	7	2	1	4	-	1	4	19
Professional Association	-	-	-	-	-	-	1	1
Industry Association	-	-	-	-	-	-	-	-
Other – not elsewhere classified	4	-	-	-	-	-	-	4
Total	25	3	1	10	8	3	19	69

While 5 institutions are dual sector Universities, only one of these is categorised under the Institution type 'University – Government', according to the NTIS website. The rest are categorised as TAFEs.

Table 4 does not include schools. Although schools are technically Registered Training Organisations, none provide qualifications in alcohol and other drug work. Universities have been included if they are dual sector universities that incorporate the provision of vocational education qualifications and therefore operate as a TAFE in relation to AOD delivery.

The Alcohol and Other Drug Skill Set

There is a specific skill set used within the general health and community services sector which is designed to upskill generalist workers by providing them with four core competencies that provide the knowledge and skills required for work with clients with alcohol and other drugs issues (DEEWR, 2011).

This skill set is used extensively across Australia. In a number of jurisdictions, completion of the skill set in combination with another qualification or its equivalent, is used as a default minimum qualification (ACT Government Health Directorate, 2011; Drugs Policy and Services Branch, 2006; Pidd, et al., 2010).

Unfortunately, data on the www.training.gov.au website does not collate information to a level that can identify organisations with this skill set on their scope or who deliver this skill set as a standalone component of their training offerings. It is possible that up to 180 organisations may do so, as this is how many providers have at least one of the four units of competency on their scope.

Skill Set Components

The four units listed below constitute the Alcohol and Other Drug Skill Set.

Units of Competency Code	RTOs with this unit on scope
CHCAOD402A – Work effectively in the alcohol and other drugs sector	524
CHCAOD406D - Work with clients who are intoxicated	274
CHCAOD408A – Assess needs of clients with alcohol and/or other drugs issues	281
CHCMH401A - Work effectively in mental health settings	180



4. RTO Provider and Qualification Details

The following seven tables (Tables 5 - 11) display details of all alcohol and other drug training providers, presented according to the alcohol and drug courses, and combinations thereof, offered.

Tables 5, 6 and 7 present details of the organisations that offer single qualifications only.

Tables 8 - 11 present details of organisations that offer combinations of courses.

Each table presented below, provides details of the training organisation including name, website hyperlink, institution type and key contact information.

Certificate IV (AOD Work) only	Table 5 lists the 25 providers who only deliver the Certificate IV (Alcohol and other drug work).
Diploma of Community Services (AOD) only	Table 6 lists information on the three organisations that provide the Diploma of Community Services (Alcohol and other drugs) only.
Diploma of Community Services (AOD/MH) only	Table 7 lists information on the single organisation that provides only the Diploma of Community Services (Alcohol, other drugs and mental health).
Certificate IV (AOD Work) and Diploma of Community Services (AOD) only	Table 8 lists information on the 10 organisations that provide both the Certificate IV (Alcohol and other drug work) and the Diploma in Community Services (Alcohol and other drugs).
Certificate IV (AOD Work) and Diploma of Community Services (AOD/MH) only	Table 9 provides information on the eight organisations that provide the Certificate IV (Alcohol and Other Drug Work) and the Diploma of Community Services (Alcohol and other drugs and mental health).
Diploma of Community Services (AOD) and Diploma of Community Services (AOD/MH) only	Table 10 provides details of the three organisations that provide the Diploma in Community Services (Alcohol and other drugs) and the Diploma of Community Services (Alcohol and other drugs and mental health).
Certificate IV (AOD Work), Diploma of Community Services (AOD) and Diploma of Community Services (AOD/MH) only	Table 11 contains information on the 19 providers of all three qualifications, the Certificate IV (Alcohol and Other Drug Work), the Diploma in Community Services (Alcohol and other drugs) and the Diploma of Community Services (Alcohol and other drugs and mental health).

Table 5. Training Providers offering the Certificate IV (AOD Work) only

Institution Name	Website	Institution Type	Enquiries Contact	Position	
Bendigo Regional Institute of TAFE	http://www.britafe.vic.edu.au	Technical & Further Education Institute	Mr Jamie Eckett	Executive Director - Organisational Development	
Booroongen Djugun Aboriginal Corporation trading as Booroongen Djugun College	http://www.booroongendjugun. com.au	Community Based Adult Education Provider	Ms Faith March	Director of Training & Services	
Charles Darwin University	http://www.cdu.edu.au	Technical & Further Education Institute	Dr Mohammad Baqar	Quality Officer Accreditation	
Community Training Australia Pty Ltd	http://www.cta.com.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Jonathan Mehigan	RTO Manager	
Focus on Training Pty Ltd	http://www.focusontraining.net.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Noreen Kelly	Manager	
Holmesglen Institute of TAFE	http://www.holmesglen.edu.au	Technical & Further Education Institute	Ms Mary Faraone	Executive Director - Educational Development & Design	
Kangan Batman Institute of TAFE trading as Kangan Institute	http://www.kangan.edu.au	Technical & Further Education Institute	Mr Lawrie Smith	Manager - Student Records	
Life Without Barriers	http://www.lwb.org.au	Community Based Adult Education Provider	Mr Bruce Mulligan	Registration Contact	
Margaret Colleen Downing trading as North Queensland Training Services	http://www.nqtrainingservices. com.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mrs Margaret Oxley	Director	
Minister for Employment, Training and Further Education trading as TAFE SA Adelaide South Institute	http://www.tafe.sa.edu.au	Technical & Further Education Institute	Information Officer	TAFE SA Information Centre	
Northern Melbourne Institute of TAFE	http://www.nmit.edu.au	Technical & Further Education Institute	Mr Brian MacDonald	Chief Executive Officer	
Ntirity Pty Ltd	http://www.ntirity.webs.com/	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mrs Deidree Pocklington	Managing Director	
Queensland Aboriginal and Torres Strait Islander College for Health Education and Training	http://www.atsichet.org	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Renee Brown	Training Program Coordinator	
Queensland Aboriginal and Torres Strait Islander College for Health Education and Training	http://www.atsichet.org	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Renee Brown	Training Program Coordinator	
TAFE NSW - Illawarra Institute	http://www.illawarra.tafensw. edu.au/	Technical & Further Education Institute	Ms Susan Gronow	RTO Manager Org Learning & Dev	
TAFE NSW - North Coast Institute	http://www.northcoast.tafensw.edu.au	Technical & Further Education Institute	Ms Andrea Aloise	Business Planning Analyst	

Email	Address	Suburb	State	Post code	Phone
jeckett@britafe.vic.edu.au	136 McCrae Street	BENDIGO	VIC	3550	(03) 5434 1696
director@booroongendjugun.com.au	Locked Mail Bag 3	KEMPSEY	NSW	2440	(02) 6560 2000
qualityteam@cdu.edu.au	Charles Darwin University	DARWIN	NT	0909	(08) 8959 5243
admin@cta.com.au	Level 3/334 Flinders Street	TOWNSVILLE	QLD	4810	(07) 4772 4103
n_kelly@focusontraining.net.au	71 Little Malop Street	GEELONG	VIC	3220	(03) 5229 8320
Mary.faraone@holmesglen.edu.au	PO Box 42	CHADSTONE	VIC	3148	(03) 9564 1847
ScopeofRegistration@kangan.edu.au	Private Bag 299	SOMERTON	VIC	3062	(03) 9094 3416
bruce.mulligan@lwb.org.au	PO Box 2226	DANGAR	NSW	2309	(02) 4033 4500
marg@nqtrainingservices.com.au	Unit A/175 Geaney Lane	DEERAGUN	QLD	4818	(07) 4751 5215
dfeesttafeinfo@sa.gov.au	GPO Box 1872	ADELAIDE	SA	5001	1800 882 661
ceo@nmit.vic.edu.au	77-91 St Georges Road	PRESTON	VIC	3072	(03) 9269 1222
deidree@activ8.net.au	21 Hoyle Street	MORWELL	VIC	3844	(03) 5664 5456
reneebrown@qatsichet.org	252 Annerley Road	DUTTON PARK	QLD	4102	(07) 3214 3200
reneebrown@qatsichet.org	252 Annerley Road	DUTTON PARK	QLD	4102	(07) 3214 3200
susan.gronow@det.nsw.edu.au	PO Box 1228	WOLLONGONG WEST	NSW	2500	(02) 4229 0575
andrea.aloise@tafensw.edu.au	PO Box 528	PORT MACQUARIE	NSW	2444	(02) 6586 2328

Table 5. Cont...

Institution Name	Website	Institution Type	Enquiries Contact	Position	
Tasmanian Polytechnic	http://www.polytechnic.tas.edu.au	Enterprise - Government	Mr Kevin Hyland	Executive Manager, Performance & Development	
Teen Challenge International (Queensland) Incorporated trading as Teen Challenge Training	http://www.teenchallenge.org.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Alanna Fraser	Manager - Outreach Services	
The Salvation Army Victoria Property Trust trading as Salvation Army Education and Training Services	http://salvos.org.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Frank Tindal	RTO & Education Manager	
Train4Life Pty Ltd trading as Train4Life		Community Based Adult Education Provider	Therese Govaars	CEO	
Trustee for the Salvation Army (NSW) Property Trust, The, trading as Booth College	http://www.boothcollege.edu.au	Other - Not Elsewhere Classified	Ms Margaret Herring	Dean of Vocational Training	
Uniting Church in Australia Property Trust (NSW) trading as Wesley Mission (Sydney), Wesley Vocational Institute	http://www.wvi.edu.au	Other - Not Elsewhere Classified	Mr Adam Goss	Business Support Manager	
Victoria University	http://www.vu.edu.au	University - Government	Ms Jane McLennan	Associate Director VE Strategy	
Vocational Education and Training trading as Sunshine Coast Institute of TAFE	http://www.sunshinecoast.tafe. qld.gov.au	Technical & Further Education Institute	Mr Ross Hepworth	Institute Director	
Wirraka Maya Health Service Aboriginal Corporation	N/A	Other - Not Elsewhere Classified	Ms Jenny Baraga	Manager Workforce Development	
YWCA NSW	http://www.ywcansw.com.au	Other - Not Elsewhere Classified	Ms Caecilia Roth	Training Manager	

Table 6. Training Providers offering the Diploma of Community Services (AOD) only

Institution Name	Website	Institution Type	Enquries Contact	Position	
Alpha to Omega Academy Pty Ltd	http://www.aoa.vic.edu.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Angela Currie	Training Manager	
lascend TAFE Pty Ltd trading as IASCEND	http://www.iascend.com.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Miss Kasey Morgione	Co-ordinator	
South West Institute of TAFE	http://www.swtafe.vic.edu.au	Technical & Further Education Institute	Ms Amanda Hennessy	Executive Manager Business Strategy	

Email	Address	Suburb	State	Post code	Phone
kevin.hyland@polytechnic.tas.edu.au	GPO Box 2015	HOBART	TAS	7001	(03) 6421 5512
alanna@teenchallenge.org.au	38 Cordelia Street	SOUTH BRISBANE	QLD	4101	(07) 3422 1500
frank.tindal@aus.salvationarmy.org	PO Box 280	GEELONG	VIC	3220	(03) 5226 2145
admin@train4life.com.au	PO Box 117	KIPPAX	ACT	2615	(02) 6258 0008
margaret.herring@aue.salvationarmy.org	The Salvation Army Territorial Headquarters, 140 Elizabeth Street	SYDNEY SOUTH	NSW	1235	9502 0459
adam.goss@wesleymission.org.au	PO Box 2446	CARLINGFORD	NSW	2118	(02) 9857 2777
jane.mclennan@vu.edu.au	PO Box 14428	MELBOURNE	VIC	8001	(03) 9919 4480
ross.hepworth@deta.qld.gov.au	34 Lady Musgrave Drive	MOUNTAIN CREEK	QLD	4557	(07) 5459 3181
jennyb@wmhsac.com	1-5 Hamilton Road	SOUTH HEDLAND	WA	6722	(08) 9172 0400
caecilia@ywcansw.com.au	5-11 Wentworth Avenue	SYDNEY	NSW	2000	(02) 9285 6223

Email	Address	Suburb	State	Post code	Ph
angela@aoa.vic.edu.au	Level 1, 390 Flinders Street	MELBOURNE	VIC	3000	(03) 9670 6055
kasey@iascend.com.au	Level 2, 108 Flinders Street	MELBOURNE	VIC	3000	1300 368 883
amanda.hennessy@swtafe.vic.edu.au	Timor Street	WARRNAMBOOL	VIC	3280	(03) 5564 8900

Table 7. Training Providers offering the Diploma of Community Services (AOD/MH) only

Institution Name	Website	Institution Type	Enquries Contact	Position	
Key 2 Learning Pty Ltd	http://k2l.aewstudios.com	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Sally Pink	Chief Executive Officer	

Table 8. Training Providers offering the Certificate IV (AOD Work) and Diploma of Community Services (AOD) only

Institution Name	Website	Institution Type	Enquries Contact	Position
AGB GROUP PTY LTD trading as AGB Human Resources	http://www.agbgroup.com.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Susan Finemore	Operations Manager
Department of Health and Community Services (NT) trading as Department of Health (NT)	http://www.nt.gov.au/health/	Enterprise - Government	Marie Le Cornu	RTO Coordinator
Geelong Ethnic Communities Council Inc	http://www.diversitat.org.au	Community Based Adult Education Provider	Ms Judy Jamieson	General Manager - Training & Education
Goulburn Ovens Institute of TAFE	http://www.gotafe.vic.edu.au	Technical and Further Education Institute	Ms Helen Anderson	Registrar
Murray Human Services Incorporated	http://www. murrayhumanservices.org.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Batson Sari	Acting RTO Manager
Relationships Australia (SA) Inc trading as Australian Institute of Social Relations	http://socialrelations.edu.au/	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Iain Henderson	Manager Education and Training
TAFE NSW - South Western Sydney Institute	http://www.swsi.tafensw.edu.au	Technical and Further Education Institute	Ms Jessica Fletcher	Manager Resources Planning
Uniting Church in Australia Property Trust (Victoria) rading as Uniting Care - Moreland Hall	http://www.morelandhall.org	Community Based Adult Education Provider	Mr Brandon Jones	Manager of Education Programs
Vocational Education and Training trading as Wide Bay Institute of TAFE	http://www.widebay.tafe.qld.gov.au	Technical and Further Education Institute	Ms Ann-Marie Chapman	Manager - Education & Training/ Institute RPL Coord
YSAS Pty Ltd	http://www.ysas.org.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Andrew Bruun	Director of Education and Research

Email	Address	Suburb	State	Post code	Ph
sally@key2learning.com.au	Canberra Technology Park, 49 Phillip Ave	WATSON	ACT	2602	261639595

Email	Address	Suburb	State	Post code	Ph
agbhr@agbgroup.com.au	31 Barwon Terrace	GEELONG SOUTH	VIC	3220	(03) 5222 3466
marie.lecornu@nt.gov.au	PO Box 40596	CASUARINA	NT	0811	(08) 8922 7661
judy.jamieson@diversitat.org.au	PO Box 4118	GEELONG	VIC	3220	(03) 5224 2329
handerson@gotafe.vic.edu.au	Fryers Street	SHEPPARTON	VIC	3630	(03) 5833 2907
trainer@murrayhumanservices.org.au	22-26 Francis Street	ECHUCA	VIC	3564	(03) 5480 6611
i.henderson@rasa.org.au	49a Orsmond Street	HINDMARSH	SA	5007	(08) 8245 8100
jessica.fletcher@det.nsw.edu.au	PO Box 3035	BANKSTOWN SQUARE	NSW	2200	(02) 9796 5422
bjones@morelandhall.org	26 Jessie Street	MORELAND	VIC	3058	(03) 9384 8886
ann-marie.chapman@deta.qld.gov.au	65 Nagel Street	OAKHURST	QLD	4650	(07) 4120 2450
abruun@ysas.org.au	PO Box 2950	FITZROY	VIC	3065	(03) 9415 8881

Table 9. Training Providers offering the Certificate IV (AOD Work) and Diploma of Community Services (AOD/MH)

Institution Name	Website	Institution Type	Enquries Contact	Position	
Central Gippsland Institute of TAFE	http://www.gippstafe.edu.au	Technical & Further Education Institute	Mr Tony McGrath	Curriculum and Planning Officer	
Central Institute of Technology	http://www.central.wa.edu.au	Technical & Further Education Institute	Ms Carmen Broderick	Director Teaching and Learning	
Royal Melbourne Institute of Technology trading as RMIT University	http://www.rmit.edu.au	Technical & Further Education Institute	Mr Allan Ballagh	Director of TAFE	
Swinburne University of Technology	http://www.swinburne.edu.au/index.php	Technical & Further Education Institute	Ms Keri Bailey	Director, Strategic Organisational Development	
TAFE NSW – New England Institute	http://www.newengland.tafensw.edu.au	Technical & Further Education Institute	Mrs Pat Walls	Manager Educ Planning & Dev	
TAFE NSW – Western Institute	http://www.tafensw.edu.au	Technical & Further Education Institute	Ms Katrina Jay	Dir, Strategy & Performance	
Tasmanian Skills Institute trading as The Skills Institute	http://www.skillsinstitute.com.au/	Enterprise – Government	Ms Gail Eaton-Briggs	General Manager Operations	

Table 10. Training Providers offering the Diploma of Community Services (AOD) and Diploma of Community Services (AOD/MH) only

Institution Name	Website	Institution Type	Enquries Contact	Position
Health Skills Australia Pty Ltd	http://www.healthskills.com.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Mike Moffat	RTO Manager
NSW TAFE Commission trading as TAFE NSW	http://www.tafensw.edu.au	Technical & Further Education Institute	Ms Robyn Wright	Registration Contact
Vocational Education and Training trading as The Bremer Institute of TAFE	http://www.bremer.tafe.qld.gov.au	Technical & Further Education Institute	Ms Dianne Robertson	Registration Officer

Email	Address	Suburb	State	Post code	Ph
tonym@gippstafe.edu.au	Cnr Princes Drive & Monash Way	MORWELL	VIC	3840	(03) 5622 8544
carmen.broderick@central.wa.edu.au	Locked Bag 6	NORTHBRIDGE	WA	6865	(08) 9427 1247
allan.ballagh@rmit.edu.au	GPO Box 2476	MELBOURNE	VIC	3001	(03) 9925 3674
keribailey@swin.edu.au	Office of the DVC TAFE (H48) John Street	HAWTHORN	VIC	3122	(03) 9214 8598
patricia.walls@tafensw.edu.au	Janison Street	TAMWORTH	NSW	2340	(02) 6768 2075
katrina.m.jay@tafensw.edu.au	PO Box 2161	ORANGE	NSW	2800	(02) 6391 5840
gail.eaton-briggs@tafe.tas.edu.au	PO Box 1308	LAUNCESTON	TAS	7250	(03) 6233 5325

Email	Address	Suburb	State	Post code	Ph
mike.moffat@navitas.com	Level 4, 206 Bourke Street	MELBOURNE	VIC	3000	(03) 9633 0188
robyn.wright@tafensw.edu.au	Institute Director's Unit, 2/10 O'Connell Street	KINGSWOOD	NSW	2747	(02) 9715 8415
dianne.robertson@deta.qld.gov.au	Mary Street	BUNDAMBA	QLD	4304	(07) 3817 3571

Table 11. Training Providers offering the Certificate IV (AOD Work),
Diploma of Community Services (AOD) and Diploma of Community Services (AOD/MH)

Institution Name	Website	Institution Type	Enquries Contact	Position	
Aboriginal Health & Medical Research Council of NSW	http://www.ahmrc.org.au	Enterprise - Government	Mr Terence Smith	Manager, Education & Training	
Canberra Institute of Technology	http://www.cit.edu.au	Technical & Further Education Institute	Ms Carolyn Grayson	RTO Centre Director, Centre for Education Excellence	
Chisholm Institute of TAFE trading as Chisholm Institute	http://www.chisholm.vic.edu.au	Technical & Further Education Institute	Ms Helen McNamara	Manager, Strategic Planning	
Community Services Institute of Training Pty Ltd	http://www.csitaustralia.com	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Luke Dominic McDonald	Executive Director	
Mental Health Coordinating Council Inc	http://www.mhcc.org.au	Professional Association	Ms Simone Montgomery	Manager LDU	
Minister for Employment, Training and Further Education trading as TAFE SA Regional	http://www.tafe.sa.edu.au	Technical & Further Education Institute	Ms Dianne Baron	Manager Quality and Risk	
Minister for Employment, Training and Further Education trading as TAFE SA Adelaide North Institute	http://www.tafe.sa.edu.au	Technical & Further Education Institute	Information Officer	TAFE SA Information Centre	
Odyssey House Victoria trading as Workskills Recognition and Training	http://www.workskillsweb.net	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr Michael Ried	Training Manager	
TAFE NSW - Hunter Institute	http://www.hunter.tafensw.edu.au	Technical & Further Education Institute		Course Information Services	
TAFE NSW - Northern Sydney Institute	http://www.tafestudy.info	Technical & Further Education Institute	Ms Maria Andres	Registration Contact	
TAFE NSW - Open Training & Education Network	http://www.tafensw.edu.au/oten	Technical & Further Education Institute	Ms Cecelia Cilesio	Director Education - OTEN	
TAFE NSW - Riverina Institute	http://www.rit.tafensw.edu.au	Technical & Further Education Institute	Ms Leanne Small	Institute Business Strategist	

Email	Address	Suburb	State	Post code	Ph
tsmith@ahc.edu.au	PO Box 1565	STRAWBERRY HILLS	NSW	2012	(02) 9019 0731
carolyn.grayson@cit.edu.au	GPO Box 826	CANBERRA	ACT	2601	(02) 6207 4957
Helen.McNamara@chisholm.vic.edu.au	PO Box 684	DANDENONG	VIC	3175	(03) 9238 8428
luke@csitaustralia.com	433 Logan Road	GREENSLOPES	QLD	4120	(07) 3394 8227
simone@mhcc.org.au	PO Box 668	ROZELLE	NSW	2039	(02) 9555 8388
dianne.baron@sa.gov.au	GPO Box 320	ADELAIDE	SA	5001	(08) 8372 6858
dfeesttafeinfo@sa.gov.au	Regency Campus of TAFE, Days Road	REGENCY PARK	SA	5010	1800 882 661
mried@odyssey.org.au	660 Bridge Road	RICHMOND	VIC	3121	(03) 9420 7622
hunter.courseinfo@tafensw.edu.au	Locked Bag 45	HUNTER REGION MAIL CENTRE	NSW	2310	(02) 4923 7687
maria.andres@tafensw.edu.au	PO Box 1013	CROWS NEST	NSW	1585	(02) 9942 0522
oten.feedback@det.nsw.edu	51 Wentworth Road	STRATHFIELD	NSW	2135	1300 852 947
leanne.small@tafensw.edu.au	PO Box 2231	WAGGA WAGGA	NSW	2650	(03) 5882 2031

Table 11. Cont...

Institution Name	Website	Institution Type	Enquries Contact	Position	
TAFE NSW - Sydney Institute	http://www.sit.nsw.edu.au	Technical & Further Education Institute	Ms Susan Stewart	Manager, SI Info Centre	
TAFE NSW - Western Institute	http://www.tafensw.edu.au	Technical & Further Education Institute	Ms Katrina Jay	Dir, Strategy & Performance	
Transformations - Pathways to Competence and Developing Excellence Pty Ltd trading as Skills Training Australia	http://www.skillstraining.vic.edu.au	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Ms Melinda Burgess	Managing Director	
University of Ballarat	http://www.ballarat.edu.au	Technical & Further Education Institute	Prof Terry Lloyd	Deputy Vice Chancellor/ Director of TAFE	
Upper Murray Health & Community Services trading as Australian Institute of Flexible Learning	http://www.aifl.edu.au	Enterprise - Government	Ms Lyndal Cass	Manager Registration	
VOCATIONAL EDUCATION AND TRAINING trading as Metropolitan South Institute of TAFE	http://www.msit.tafe.qld.gov.au/	Technical & Further Education Institute	Ms Kaylene Harth	Institute Director	
Youth Projects Limited	http://www.youthprojects.net	Education/Training Business or Centre: Privately Operated Registered Training Organisation	Mr John Verga	Training Manager	

Email	Address	Suburb	State	Post code	Ph
susan.stewart@tafensw.edu.au	PO Box 707	BROADWAY	NSW	2007	(02) 9217 5467
katrina.m.jay@tafensw.edu.au	PO Box 2161	ORANGE	NSW	2800	(02) 6391 5840
melinda@skillstraining.vic.edu.au	PO Box 2007	ROWVILLE	VIC	3178	1300 656 669
t.lloyd@ballarat.edu.au	University Drive	MT HELEN	VIC	3353	(03) 5327 6222
lyndalc@umhcs.vic.gov.au	20 Kiell Street	CORRYONG	VIC	3707	(02) 6076 3262
kaylene.harth@deta.qld.gov.au	1030 Cavendish Road	MOUNT GRAVATT EAST	QLD	4122	(07) 3215 1448
johnv@youthprojects.org.au	6 Hartington Street	GLENROY	VIC	3046	(03) 9304 9100



References

ACT Government Health Directorate. (2011). *ACT Alcohol, Tobacco and Other Drugs Minimum Qualification Strategy*. Retrieved from http://www.atoda.org.au/wp-content/uploads/ACTATODMQS1112.pdf.

Department of Education Employment and Workplace Relations (DEEWR, 2011), Commonwealth of Australia: www.training.gov.au

Drugs Policy and Services Branch. (2006). *The Victorian Alcohol and Other Drugs Workforce Development Strategy – Minimum Qualification Strategy.* Retrieved from http://docs.health.vic.gov.au/docs/doc/07711008F792C465CA257894000AC1D4/\$FILE/min-qual-strat.pdf.

Pidd, K., Roche, A., & Carne, A. (2010). *The Role of VET in Alcohol and Other Drugs Workforce Development*. Adelaide, SA: National Centre for Education and Training on Addiction (NCETA), Flinders University.

Roche, A. M., Duraisingam, V., Wang, P., & Tovell, A. (2009). *Alcohol and Other Drugs, Mental Health and Comorbidity: A Training Review.* Adelaide: National Centre for Education and Training on Addiction (NCETA), Flinders University.

Roche, A. M. and K. Pidd (2010). *Alcohol and Other Drugs Workforce Development Issues and Imperatives: Setting the Scene.* Adelaide, South Australia, National Centre for Education and Training on Addiction (NCETA), Flinders University.

Appendices

Appendix 1:

AOD Qualifications

CHC40408 Certificate IV in Alcohol and Other Drugs Work

Description

This qualification covers workers who provide a range of services and interventions to clients with alcohol and other drugs issues and/or implement health promotion and community interventions. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services.

This qualification:

- Defines the knowledge and skills for support workers and care workers who work autonomously under the broad guidance of other practitioners and professionals in the community services and health sectors
- Refers to specific knowledge of a client with alcohol and other drugs issues and to appropriate intervention processes applied in residential and community settings.

PACKAGING RULES

16 units are required for the award of this qualification including:

- 7 core units
- 9 elective units

A wide range of elective units is available, including:

- Group A first aid electives of which one unit must be selected for this qualification
- Group B electives of which one unit must be selected for this qualification
- Group C electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at this level or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the NTIS or other public listing.

Core Units

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD408A Assess needs of clients with alcohol and/or other drug issues

CHCAOD411A Provide interventions for people with alcohol and other drug issues

CHCCM404A Undertake case management for clients with complex needs

CHCCOM403A Use targeted communication skills to build relationships

CHCCS400B Work within a relevant legal and ethical framework

CHCOHS312B Follow safety procedures for direct care work.

Group A First Aid Electives - one unit must be selected for this qualification

One of the following first aid units must be selected for this qualification. (Note: First Aid skills are recommended to be assessed in conjunction with CHCAOD408A and CHCAOD411A - specific unit depends on jurisdiction).

HLTFA301C Apply first aid

HLTFA402C Apply advanced first aid (*Note pre-requisite:* HLTFA301C).

Group B Electives - one unit must be selected for this qualification

One of the following units must be selected for this qualification.

CHCAOD407D Provide needle and syringe services

CHCAOD409D Provide alcohol and/or other drug withdrawal services

CHCCS403B Provide brief intervention

CHCORG405D Maintain an effective work environment

CHCPROM401B Share health information

HLTIN301C Comply with infection control policies and procedures.

The Importance of Culturally Aware and Respectful Practice

All workers undertaking alcohol and other drugs work need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group C Electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people.

Other Relevant Electives

Electives are to be selected in line with specified Packaging Rules. The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

Work With People With Mental Health Issues

CHCCS514A Recognise and respond to individuals at risk

CHCCS521A Assess and respond to individuals at risk of suicide

CHCMH401A Work effectively in mental health settings

CHCMH402A Apply understanding of mental health issues and recovery

processes

CHCMH403A Establish and maintain communication and relationships to support

the recovery process

CHCMH404A Conduct assessment and planning as part of the recovery process

CHCMH405A Work collaboratively to support recovery process

CHCMH408B Provide interventions to meet the needs of consumers with mental

health and AOD issues

CHCMH411A Work with people with mental health issues.

Client Needs

CHCAOD406D Work with clients who are intoxicated

CHCAOD407D Provide needle and syringe services

CHCAOD409D Provide alcohol and/or other drug withdrawal services

CHCCH522A Undertake outreach work

CHCCHILD404A Support the rights and safety of children and young people

CHCCM501A Coordinate complex case requirements

(Note pre-requisite CHCCM404A)

CHCCS305B Assist clients with medication (Note pre-requisite HLTAP301B)

CHCCS401B Facilitate responsible behaviour

CHCCS414A Provide education and support on parenting, health and well-being

CHCCS417A Provide support and care relating to suicide bereavement

CHCCS419B Provide support services to clients

CHCCS422A Respond holistically to client issues and refer appropriately

CHCCS426A Provide support and care relating to loss and grief
CHCCS504A Provide services to clients with complex needs
CHCCS506A Promote and respond to workplace diversity

CHCDIS301B Work effectively with people with a disability

CHCDIS410A Facilitate community participation and inclusion

CHCFAM406B Engage and resource clients to improve their interpersonal

relationships

CHCFAM407B Work effectively in relationship work

CHCGROUP403D Plan and conduct group activities

CHCGROUP408B Facilitate and review a psycho-educational group

CHCGROUP410B Deliver a structured program

CHCICS405A Facilitate groups for individual outcomes

CHCICS406A Support client self management

CHCICS407A Support positive lifestyle

CHCICS408A Provide support to people with chronic disease

CHCLLN403A Identify clients with language, literacy and numeracy needs and

respond effectively

CHCPROM503A Provide community focused promotion and prevention strategies

CHCRF402B Provide intervention support to children and families

CHCYTH511B Work effectively with young people and their families

HLTAP301B Recognise healthy body systems in a health care context.

Service Delivery

BSBINM201A Process and maintain workplace information

CHCAD401D Advocate for clients

CHCCD402A Develop and provide community education projects

CHCCD404D Develop and implement community programs

CHCCD420A Work to empower Aboriginal and/or Torres Strait Islander

communities

CHCCH426B Support client participation in the organisation

CHCCHILD401A Identify and respond to children and young people at risk
CHCCS421A Undertake community sector work within own community

CHCICS402A Facilitate individualised plans

CHCNET402A Establish and maintain effective networks
CHCORG405D Maintain an effective work environment

CHCPROM401B Share health information

CHCPROM502B Implement health promotion and community intervention

(Note jurisdictions may have specific first aid requirements)

HLTFA302B Provide first aid in remote situation (Note pre-requisite HLTFA301C)

HLTFA402C Apply advanced first aid (Note pre-requisite HLTFA301C).

Financial Literacy Education Electives

CHCFLE301A Work with clients needing financial literacy education

CHCFLE302A Educate clients in fundamental financial literacy skills

CHCFLE303A Educate clients to understand debt and consumer credit.

Settlement Work Electives

CHCSW401A Work effectively with forced migrants

CHCSW402A Undertake bicultural work with forced migrants in Australia.

Outreach Work

CHCCH427A Work effectively with people experiencing or at risk of homelessness

CHCCH522A Undertake outreach work.

Oral Health

CHCOHC303A Use basic oral health screening tools

CHCOHC401A Inform and encourage clients and groups to understand and achieve

good oral health

CHCOHC402A Support and encourage clients and groups to learn practical aspects

of oralhealth care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate

oral health issues.

CHC50208 Diploma of Community Services (Alcohol and other drugs)

Description

This qualification applies to workers providing services to clients in relation to alcohol and other drugs issues.

The qualification:

- Includes counselling, referral, advocacy and education/health promotion services
- Requires high level specialist knowledge, skills and competencies especially in regard to laws
 affecting clients, the range of services available to them and health issues related to alcohol and
 drug use and misuse.

Occupational titles may include:

- Alcohol and drugs worker
- Community support worker
- Community rehabilitation and support worker

Entry requirements

To gain entry into this qualification a candidate must:

1. Be recently appointed or currently working in a community support alcohol and other drugs work role and have a relevant recognised higher education or vocational education qualification at Certificate IV or above

OR

- 2. Be recognised as competent, through a recognised training program or recognition process, against the following qualification (or equivalent):
 - Certificate IV in Alcohol and Other Drugs

OR

- 3. Have sufficient work experience in the relevant sector to indicate likely success at this level of qualification in a job role involving:
 - The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
 - A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
 - The exercise of discretionary judgment and decision-making under general guidance.

PACKAGING RULES

17 units are required for the award of this qualification including:

- 15 core units
- 2 elective units.

A wide range of elective units is available, including:

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

Core Units

CHCAD504A Provide advocacy and representation services

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD510A Work effectively with clients with complex alcohol and/or other drugs

issues

CHCAOD511B Provide advanced interventions to meet the needs of clients with

alcohol and/or other drug issues

CHCAOD512A Develop and implement a behaviour response plan

(Note pre-requisite CHCICS305A)

CHCAOD513A Provide relapse prevention strategies

CHCCOM403A Use targeted communication skills to build relationships

CHCCS504A Provide services to clients with complex needs

CHCCW503A Work intensively with clients

CHCICS305A Provide behaviour support in the context of individualised plans
CHCMH504D Provide a range of services to people with mental health issues

CHCORG428A Reflect on and improve own professional practice

CHCPOL501A Access evidence and apply in practice

CHCPROM503A Provide community focused promotion and prevention strategies

HLTOHS401A Maintain workplace OHS processes.

The Importance of Culturally Aware and Respectful Practice

All workers undertaking mental health and/or alcohol and other drugs work need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or more of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

PSPMNGT605B Manage diversity.

Relevant Electives

The following grouping of relevant electives is provided to facilitate selection and does not necessarily reflect workplace requirements. Electives may be selected from one or more groups. Employers may specify that certain electives are required to address specific workplace needs.

Electives for Work With People With Mental Health Issues

CHCCM501A Coordinate complex case requirements

(Note pre-requisite CHCCM404A)

CHCMH401A Work effectively in mental health settings

CHCMH402A Apply understanding of mental health issues and recovery processes

CHCMH404A Conduct assessment and planning as part of the recovery process

CHCMH405A Work collaboratively to support recovery process

CHCMH409A Facilitate consumer, family and carer participation in the recovery process

CHCMH411A Work with people with mental health issues

CHCMH501A Provide advanced supports to facilitate recovery

CHCMH502A Provide supports for children at risk of mental health problems

CHCMH503A Provide forensic mental health services.

Client Support Electives

CHCAOD406D Work with clients who are intoxicated

CHCCM404A Undertake case management for clients with complex needs
CHCCM705B Work effectively with carers and families in complex situations
CHCCS305B Assist clients with medication (*Note pre-requisite* HLTAP301B)
CHCCS417A Provide support and care relating to suicide bereavement

CHCCS426A Provide support and care relating to loss and grief
CHCCSL501A Work within a structured counselling framework

CHCCSL502A Apply specialist interpersonal and counselling interview skills

CHCCSL503A Facilitate the counselling relationship

CHCCSL507A Support clients in decision-making processes

CHCCSL509A Reflect and improve upon counselling skills

(Note pre-requisites CHCCSL501A, CHCCSL503A, CHCCSL507A)

CHCDFV402C Manage own professional development in responding to domestic

and family violence

CHCDFV505C Counsel clients affected by domestic and family violence

CHCLLN403A Identify clients with language, literacy and numeracy needs and

respond effectively

HLTAP301B Recognise healthy body systems in a health care context HLTIN301C Comply with infection control policies and procedures.

Team Coordination and Management Electives

CHCINF505C Meet statutory and organisation information requirements

CHCNET503C Develop new networks

CHCORG525D Recruit and coordinate volunteers

CHCORG611B Lead and develop others in a community sector workplace

CHCORG627B Provide mentoring support to colleagues.

Problem Gambling Electives

CHCGMB501A Work effectively in the problem gambling sector

CHCGMB502A Assess the needs of clients with problem gambling issues
CHCGMB503A Provide counselling for clients with problem gambling issues.

Social Housing / Homelessness Electives

CHCCH301B Work effectively in social housing

CHCCH410A Manage and maintain tenancy agreements and services

CHCCH427A Work effectively with people experiencing or at risk of homelessness

CHCCH428A Work effectively within the Australian housing system

CHCCH522A Undertake outreach work.

Social Diversity and Community Support Work

CHCCD420A Work to empower Aboriginal and/or Torres Strait Islander

communities

CHCCS421A Undertake community sector work within own community

CHCCS506A Promote and respond to workplace diversity.

Oral Health

CHCOHC401A Inform and encourage clients and groups to understand and achieve

good oral health

CHCOHC402A Support and encourage clients and groups to learn practical

aspects of oral health care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate

oral health issues.

CHC50408 Diploma of Community Services (Alcohol, other drugs and mental health)

Description

This qualification applies to workers providing services to clients in relation to mental health and alcohol and other drugs issues.

The qualification:

- Includes counselling, referral, advocacy and education/health promotion services
- Requires high level specialist knowledge, skills and competencies especially in regard to laws
 affecting clients, the range of services available to them and health issues related to mental
 health issues and alcohol and drug use and misuse.

Occupational titles may include:

- · Alcohol and drugs worker
- Mental health outreach worker
- Community rehabilitation and support worker
- Mental health rehabilitation support worker
- Community support worker
- Mental health support worker
- Mental health community worker.

Entry requirements

To gain entry into this qualification a candidate must:

1. Be recently appointed or currently working in a community support mental health and/ or alcohol and other drugs work role and have a relevant recognised higher education or vocational education qualification at Certificate IV or above

OR

- 2. Be recognised as competent, through a recognised training program or recognition process, against the core units of competency from one of the following qualifications (or equivalent):
 - Certificate IV in Mental Health
 - Certificate IV in Alcohol and Other Drugs

OR

- 3. Have sufficient work experience in the relevant sector to indicate likely success at this level of qualification in a job role involving:
 - The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
 - A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
 - The exercise of discretionary judgment and decision-making under general guidance.

PACKAGING RULES

19 units are required for the award of this qualification including:

• All 19 core units.

Alternatively, candidates who have already completed requirements for one of the two diploma level qualifications (*CHC50208* or *CHC50308*) may convert their qualification to the *CHC50408 Diploma of Community Services* (*Alcohol, other drugs and mental health*) by completing the electives identified for the 'other' specialisation as outlined below.

- Those holding CHC50208 Diploma of Community Services (Alcohol and other drugs) may convert their qualification to CHC50408 Diploma of Community Services (Alcohol, other drugs and mental health) by completing the electives identified for the mental health specialisation.
- Those holding CHC50308 Diploma of Community Services (Mental health) may convert their qualification to CHC50408 Diploma of Community Services (Alcohol, other drugs and mental health) by completing the electives identified for the alcohol and other drugs specialisation.

Core units

^	or o armic	
	CHCAD504A	Provide advocacy and representation services
	CHCAOD402B	Work effectively in the alcohol and other drugs sector
	CHCAOD510A	Work effectively with clients with complex alcohol and/or other drugs issues
	CHCAOD511B	Provide advanced interventions to meet the needs of clients with alcohol and/or other drug issues
	CHCAOD512A	Develop and implement a behaviour response plan (Note pre-requisite CHCICS305A)
	CHCAOD513A	Provide relapse prevention strategies
	CHCCOM403A	Use targeted communication skills to build relationships
	CHCCS504A	Provide services to clients with complex needs
	CHCCW503A	Work intensively with clients
	CHCMH401A	Work effectively in mental health settings
	CHCMH402A	Apply understanding of mental health issues and recovery processes
	CHCMH404A	Conduct assessment and planning as part of the recovery process
	CHCMH409A	Facilitate consumer, family and carer participation in the recovery process
	CHCMH501A	Provide advanced supports to facilitate recovery
	CHCMH504D	Provide a range of services to people with mental health issues
	CHCORG428A	Reflect on and improve own professional practice
	CHCPOL501A	Access evidence and apply in practice
	CHCPROM503A	Provide community focused promotion and prevention strategies
	HLTOHS401A	Maintain workplace OHS processes.

The Importance of Culturally Aware and Respectful Practice

All workers undertaking mental health and/or alcohol and other drugs work need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Conversion Option Mental Health Specialisation

Candidates who have already completed *CHC50208 Diploma of Community Services* (*Alcohol and other drugs*) must select the following units to convert their qualification to the CHC50408 Diploma of Community Services (*Alcohol*, other drugs and mental health).

CHCMH401A Work effectively in mental health settings

CHCMH402A Apply understanding of mental health issues and recovery processes
CHCMH404A Conduct assessment and planning as part of the recovery process
CHCMH409A Facilitate consumer, family and carer participation in the recovery

process

CHCMH501A Provide advanced supports to facilitate recovery

CHCPROM503A Provide community focused promotion and prevention strategies.

Alcohol and Other Drugs Specialisation

Candidates who have already completed *CHC50308 Diploma of Community Services* (Mental health) must select the following units to convert their qualification to the *CHC50408 Diploma of Community Services* (Alcohol, other drugs and mental health).

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD511B Provide advanced interventions to meet the needs of clients with

alcohol and/or other drug issues

CHCAOD512A Develop and implement a behaviour response plan

(Note pre-requisite CHCICS305A)

CHCAOD513A Provide relapse prevention strategies

CHCMH504D Provide a range of services to people with mental health issues

CHCPROM503A Provide community focused promotion and prevention strategies.

Oral Health

CHCOHC401A Inform and encourage clients and groups to understand and achieve

good oral health

CHCOHC402A Support and encourage clients and groups to learn practical aspects

of oral health care

CHCOHC404A Recognise and respond to signs and symptoms that may indicate

oral health issues.

Appendix 2: AOD VET Training Providers in Australia

	RTO AOD Providers	CERT IV AOD Work	DIP CS (AOD)	DIP CS (AOD/MH)
1.	Aboriginal Health & Medical Research Council of NSW trading as Aboriginal Health & Medical Research Council, Aboriginal Health College	✓	✓	√
2.	AGB Group Pty Ltd trading as AGB Human Resources	✓	✓	
3.	Alpha to Omega Academy Pty Ltd		✓	
4.	Bendigo Regional Institute of TAFE	✓		
5.	Booroongen Djugun Aboriginal Corporation trading as Booroongen Djugun College	✓		
6.	Canberra Institute of Technology	✓	✓	✓
7.	Central Gippsland Institute of TAFE	✓		✓
8.	Central Institute of Technology	✓		✓
9.	Charles Darwin University	✓		
10.	Chisholm Institute of TAFE trading as Chisholm Institute	✓	✓	✓
11.	Community Services Institute of Training Pty Ltd	✓	✓	✓
12.	Community Training Australia Pty Ltd	✓		
13.	Department of Health and Community Services (NT) trading as Department of Health (NT)	✓	✓	
14.	East Gippsland Institute of TAFE	✓		✓
15.	Focus on Training Pty Ltd	✓		
16.	Geelong Ethnic Communities Council Inc trading as Diversitat	✓	✓	
17.	Goulburn Ovens Institute of TAFE	✓	✓	
18.	Health Skills Australia Pty Ltd		✓	✓
19.	Holmesglen Institute of TAFE trading as Kangan Institute	✓		
20.	lascent TAFE Pty Ltd trading as IASCEND		✓	
21.	Kangan Batman Institute of TAFE trading as Kangan Institute	✓		
22.	Key 2 Learning Pty Ltd			✓
23.	Life Without Barriers	✓		
24.	Margaret Colleen Downing trading as North Queensland Training Services	✓		
25.	Mental Health Coordinating Council Inc	✓	✓	✓
26.	Minister for Employment, Training and Further Education trading as TAFE SA Adelaide North Institute	✓	✓	✓

	RTO AOD Providers	CERT IV AOD Work	DIP CS (AOD)	DIP CS (AOD/MH)
27.	Minister for Employment, Training and Further Education trading as TAFE SA Adelaide South Institute	✓		
28.	Minister for Employment, Training and Further Education trading as TAFE SA Regional	✓	✓	✓
29.	Murray Human Services Incorporated	✓	✓	
30.	Northern Melbourne Institute of TAFE	✓		
31.	NSW TAFE Commission trading as TAFE NSW		✓	✓
32.	Ntirity Pty Ltd	✓		
33.	Odyssey House Victoria trading as Workskills Recognition and Training	✓	✓	✓
34.	Queensland Aboriginal and Torres Strait Islander College for Health Education and Training	✓		
35.	Relationships Australia (SA) Inc trading as Australian Institute of Social Relations	✓	✓	
36.	Royal Melbourne Institute of Technology trading as RMIT University	✓		✓
37.	South West Institute of TAFE		✓	
38.	Swinburne University of Technology	✓		✓
39.	TAFE NSW - Hunter Institute	✓	✓	✓
40.	TAFE NSW - Illawarra Institute	✓		
41.	TAFE NSW - New England Institute	✓		✓
42.	TAFE NSW - North Coast Institute	✓		
43.	TAFE NSW - Northern Sydney Institute	✓	✓	✓
44.	TAFE NSW - Open Training & Education Network	✓	✓	✓
45.	TAFE NSW - Riverina Institute	✓	✓	✓
46.	TAFE NSW - South Western Sydney Institute	✓	✓	
47.	TAFE NSW - Sydney Institute	✓	✓	✓
48.	TAFE NSW - Western Institute	✓		✓
49.	TAFE NSW - Western Sydney Institute	✓	✓	✓
50.	Tasmanian Polytechnic	✓		
51.	Tasmanian Skills Institute trading as The Skills Institute	✓		✓
52.	Teen Challenge International (Queensland) Incorporated trading as Teen Challenge Training	✓		
53.	The Salvation Army Victoria Property Trust trading as Salvation Army Education and Training Services	✓		
54.	Train4Life Pty Ltd trading as Train4Life	✓		

	RTO AOD Providers	CERT IV AOD Work	DIP CS (AOD)	DIP CS (AOD/MH)
55.	Transformations - Pathways to Competence and Developing Excellence Pty Ltd trading as Skills Training Australia	√	✓	√
56.	Trustee for the Salvation Army (NSW) Property Trust trading as Booth College	✓		
57.	Uniting Church in Australia Property Trust (NSW) trading as Wesley Mission (Sydney), Wesley Vocational Insitute	✓		
58.	Uniting Church in Australia Property Trust (Victoria) trading as Uniting Care - Moreland Hall	✓	✓	
59.	University of Ballarat	✓	✓	✓
60.	Upper Murray Health & Community Services trading as Australian institute of Flexible Learning	✓	✓	✓
61.	Victoria University	✓		
62.	Vocational Education and Training trading as Metropolitan South Institute of TAFE	✓	✓	✓
63.	Vocational Education and Training trading as Sunshine Coast Institute of TAFE	✓		
64.	Vocational Education and Training trading as The Bremer Institute of TAFE		✓	✓
65.	Vocational Education and Training trading as Wide Bay Institute of TAFE	✓	✓	
66.	Wirraka Maya Health Service Aboriginal Corporation	✓		
67.	Youth Projects Limited	✓	✓	✓
68.	YSAS Pty Ltd	✓	✓	
69.	YWCA NSW	✓		





Level 3B, Mark Oliphant Building Laffer Drive, Science Park Bedford Park SA 5042

Phone: +61 8 8201 7535 Fax: +61 8 8201 7550

Email: nceta@flinders.edu.au