

# COMMUNITY WORK | TIMETABLE | 2020

## CERTIFICATE IV – STAGE 1

Term 4 (12 October – 4 December)

SESSIONS	MORNING					AFTERNOON												EVENING									
	9.30 10.00	10.00 10.30	10.30 11.00	11.00 11.15	11.15 11.45	11.45 12.15	12.15 12.45	12.45 1.15	1.15 1.45	1.45 2.15	2.15 2.45	2.45 3.00	3.00 3.30	3.30 4.00	4.00 4.30	4.30 5.00	5.00 5.30	5.30 6.00	6.00 6.30	6.30 7.00	7.00 7.30	7.30 8.00					
MONDAY	CIT campus workshop 1st point of contact Lucinda B104 <input type="checkbox"/>					CIT campus workshop 1st point of contact Lucinda B109 <input type="checkbox"/>										Online lesson or self-directed AOD 1 Mac & Shelley <input type="checkbox"/>				CIT campus workshop Client needs Jodie B109 <input type="checkbox"/>							
	CONTINUED CIT campus workshop Mental Health Kerrie B109 <input type="checkbox"/>					CONTINUED CIT campus workshop Mental Health Kerrie B104 <input type="checkbox"/>																					
TUESDAY	CIT campus workshop Client needs Jodie B103 <input type="checkbox"/>					CIT campus workshop 1st point of contact Lucinda B104 <input type="checkbox"/>					CIT campus workshop 1st point of contact Lucinda B103 <input type="checkbox"/>					CIT campus workshop Client needs Jodie B104 <input type="checkbox"/>											
	CIT campus workshop AOD 1 Mac B104 <input type="checkbox"/>					CONTINUED CIT campus workshop Mental Health Kerrie B103 <input type="checkbox"/>					CONTINUED CIT campus workshop Mental Health Kerrie B104 <input type="checkbox"/>					CIT campus workshop AOD 1 Shelley B103 <input type="checkbox"/>				CIT campus workshop AOD 1 Shelley B109 <input type="checkbox"/>							
WEDNESDAY	CIT campus academic support Jane A107 <input type="checkbox"/>					CIT campus workshop Client needs Kerrie B114 <input type="checkbox"/>					CIT campus workshop Client needs Amy B115 <input type="checkbox"/>					Online lesson (option 1) 1st point of contact Stuart <input type="checkbox"/>				Online lesson (option 2) 1st point of contact Stuart <input type="checkbox"/>				CIT campus workshop 1st point of contact Rowena B109 <input type="checkbox"/>			
						CIT campus workshop AOD 1 Mac B115 <input type="checkbox"/>					CIT campus workshop AOD 1 Mac B114 <input type="checkbox"/>																
THURSDAY	CIT campus workshop 1st point of contact Nicole B103 <input type="checkbox"/>					CIT campus workshop 1st point of contact Nicole B104 <input type="checkbox"/>														Online support WHS Rowena <input type="checkbox"/>				CONTINUED Online workshop Mental Health Kerrie <input type="checkbox"/>			
	CONTINUED CIT campus workshop Mental Health Jodie B104 <input type="checkbox"/>					CONTINUED CIT campus workshop Mental Health Jodie B103 <input type="checkbox"/>														CIT campus academic Support Jane A107 <input type="checkbox"/>							
FRIDAY	CIT campus workshop Client needs Jodie B103 <input type="checkbox"/>					CIT campus workshop Client needs Amy B104 <input type="checkbox"/>					CIT campus academic Support Rowena A107 <input type="checkbox"/>																
	CIT campus workshop AOD 1 Shelley B104 <input type="checkbox"/>					CIT campus workshop AOD 1 Shelley B103 <input type="checkbox"/>					Online support (optional) Client needs Jodie <input type="checkbox"/>																
	Self-Directed online – no workshops					WPHS114 – HLTWHS002 - Follow safe work practices for direct client care (NC) WPHS102 – HLTWHS003 - Maintain Health and safety work (to be assessed in the workplace) HESC522 – HLTWHS006 - Manage personal stressors in the work environment WPHS101 – HLTWHS001 - Participate in the work environment (NC)																					

Priority order for part-timers only	Community Work – Certificate IV - Stage 1 TERM 4 UNITS				CRNs	WHAT CLASSES DO I ATTEND?				
	UNITS	CIT SUBJECT CODES	NATIONAL UNIT CODES	NATIONAL UNIT NAMES		An online lesson to be done BEFORE a workshop		A workshop (choose only one option if both options are offered)		Support session
						Online lesson (the teacher presents "live")	Self-directed (you do the work in your own time)	Online	CIT campus	At CIT or online (optional)
1	1ST POINT OF CONTACT	WELF488	CHCCOM001	Provide first point of contact		✓			✓	
CONTINUED	MENTAL HEALTH	HUSE500	CHCMHS001	SEMESTER LONG – CONTINUED Work with people with mental health issues			✓	✓	✓	
2	WHS	WPHS114 WPHS102 HESC522 WPHS101	HLTWHS002 HLTWHS003 HLTWHS006 HLTWHS001	Follow safe work practices for direct client care (NC) Maintain Health and safety work (to be assessed in the workplace) Manage personal stressors in the work environment Participate in the work environment (NC)			✓			✓
2	AOD 1	HUSE493	CHCAOD001	Work in an alcohol and other drugs context		✓	✓		✓	
3	CLIENT NEEDS (to study with or after Mental Health)	WELF477	CHCCCS016	Respond to client needs			✓		✓	✓

TERMS	DEFINITIONS	IS ATTENDANCE REQUIRED?
Workshop	A workshop is your opportunity to practise vocational skills. It can be offered on campus at CIT or online. If both are offered, just choose one option.	Yes
Online lesson	The teacher will present the lesson online "live" at the timetabled time via ADOBE connect. The lesson will be recorded. You can choose to attend or watch it in your own time, but ALWAYS BEFORE attending a workshop.	Strongly advised if online, but the lesson will be recorded.
Self-directed	The lesson has been pre-recorded or is in a format that allows you to study it in your own time, but ALWAYS BEFORE attending a workshop.	No
Online support	The teacher will be available via ADOBE connect "live" to answer questions you may have about this unit.	Optional
CIT academic support	This is an opportunity for you to attend to gain help with any of the units you are studying. In these sessions you also get a chance to practise role-plays. Attendance is advised for students who wish to gain more practice and support about assessments, writing/reading/understanding English.	Optional
Priority order	The order in which you should study the units if you are part-time. Do "1" first, then "2", then "3", etc.	No