

## Learn specialist financial counselling skills...

The Diploma of Community Services (Financial Counselling)^ teaches you how to work with socially disadvantaged and marginalised individuals and families in regard to credit and debt issues. Financial counselling is most suitable if you are currently working as a counsellor or have a background in finance.

### What you will learn

Financial counselling is a specialist service providing assistance to people faced with debt and other financial issues. During the course, key skills you will learn are:

- ✔ Working within a counselling framework to assist clients with personal financial issues.
- ✔ Supporting clients to manage personal and household finances.
- ✔ Providing advocacy, representation and community education.
- ✔ Working with other services to reach resolution.

### Roles you can perform with this qualification

After finishing your qualification, you have a sufficient level of skill and knowledge to perform the following roles in a community services environment:

- ✔ Financial Counsellor
- ✔ Senior Financial Counsellor
- ✔ Rural Financial Counsellor

### Units covered in the course

The following units are completed during the course:

| Diploma of Community Services (Financial Counselling)^ |  |
|--|--|
| Course Code: CHC52108 Internal Code: FCB               |  |
| Unit Code  | Unit Title   |
| CHCCS411A#   | Work effectively in the community sector   |
| 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                                      |
| HLTOHS300A   | Contribute to OHS processes  |
| HLTHIR403B#  | Work effectively with culturally diverse clients and co-workers                  |
| CHCLEG411A   | Use relevant legislation in response to client needs                             |
| CHCFIN501A   | Identify and apply technical information to assist clients with financial issues |
| CHCFIN502A#  | Facilitate the financial counselling process                                     |
| CHCFIN503A#  | Develop and use financial counselling tools and techniques                       |
| CHCMH301A#   | Work effectively in mental health  |
| CHCAD401D#   | Advocate for clients   |
| CHCAD603A  | Provide systems advocacy services  |
| CHCCD404D#   | Develop and implement community programs   |
| CHCCM503C#   | Develop, facilitate and monitor all aspects of case management                   |

Units marked with an \* require assessment in a workplace environment during a work placement.  
Units marked with a # require completion of a practical component in a simulated work environment.

The information included in this Course Outline is indicative of the final curriculum but may not necessarily contain all units necessary for completion of the course. All assessment you complete throughout your studies will contribute to your final award. The Institute periodically revises its curriculum to comply with industry changes and any changes, upgrades or expansions will be instigated in such a way that your studies are affected as little as possible.

^Please note this qualification is NOT related to work performed by Financial Planners or Financial Advisors, and does NOT refer to therapeutic counselling.

## How you will complete the Diploma of Community Services (Financial Counselling)

After enrolling into your course with the Institute, you are progressively provided with a workbook for each of the units of the course. You complete the workbooks in the order shown in the table above. The workbooks cover the theoretical information you need to know before moving onto demonstrating your competency in a simulated setting and the workplace.

Some units of the Diploma of Community Services (Financial Counselling) require you to demonstrate various skills in a simulated setting, either at a seminar, private assessment or by sending in a video recording of your skills demonstration. The following practicals need to be completed during the course:

| Practical Name                  | When to Complete   | Duration<br>(if completed via seminar) |
|---------------------------------|--|--|
| Working in the Community Sector | Complete after workbook for Unit CHCCS411A is competent  | 1 day                                  |
| The Counselling Process         | Complete after workbook for Unit CHCCSL401A is competent | 1 day                                  |
| Counselling I                   | Complete after workbook for Unit CHCCSL503A is competent | 2 days                                 |
| Counselling II                  | Complete after workbook for Unit CHCCSL509A is competent | 1 day                                  |
| Working with Diversity          | Complete after workbook for Unit HLTHIR403B is competent | 1 day                                  |
| Financial Counselling           | Complete after workbook for Unit CHCFIN503A is competent | 2 days                                 |
| Advocacy 1                      | Complete after workbook for Unit CHCAD401D is competent  | 1 day                                  |
| Community Sector Development    | Complete after workbook for Unit CHCCD404D is competent  | 2 days                                 |
| Case Management                 | Complete after workbook for Unit CHCCM503C is competent  | 1 day                                  |

\*\* These practicals are also included in other qualifications offered by AICS.

## Mutual Recognition

If you have completed another nationally recognised training program that contains any of the units in the Diploma of Community Services (Financial Counselling), you will receive recognition of the relevant units. To apply for mutual recognition, simply download a copy of the Credit Transfer and Recognition of Prior Learning (RPL) Kit from the Institute's website at [www.aics.net.au](http://www.aics.net.au).

## How long will my course take?

Whilst you can study at a pace that suits you, students progressing steadily through their course complete the qualification in approximately 12 months.

If your course is funded by Centrelink or another funding program, you'll need to progress through your course in accordance with the timeframes indicated on your Course Planner provided with your first Study Pack. On a full time study workload you will complete the course in 12 months.

