



Australian Government

Department of Education, Employment and Workplace Relations

CHC42812 Certificate IV in Community Services (Development and or Humanitarian Assistance)

Release: 1

CHC42812 Certificate IV in Community Services (Development and or Humanitarian Assistance)

Modification History

CHC08 Version 3	CHC08 Version 4	Comment
CHC42810 Certificate IV in Community Services (development and/or Humanitarian Assistance)	CHC42812 Certificate IV in Community Services (development and/or Humanitarian Assistance)	Updated core WHS units

Description

This qualification covers workers who provide services in a range of development and/or humanitarian assistance contexts. This work may take place in domestic or international contexts. The qualification is structured to:

- Define knowledge and skills required for work in development and/or humanitarian assistance.
- Address requirements for working autonomously under the broad guidance of others.
- Enable workers to incorporate a wide range of electives which may include areas of technical expertise and/or management skills.

This qualification may be appropriate for those entering the D&HA workforce, especially an in-country workforce. The qualification may also provide a means to recognise and/or develop the D&HA-specific skills and knowledge of those already in the workforce, as workers in-country or seeking deployment.

Occupational titles may include:

- Project officer (development and/or humanitarian assistance)
- Finance officer (development and/or humanitarian assistance)
- Community development facilitator
- Project coordinator (development and/or humanitarian assistance)
- HR officer (development and/or humanitarian assistance)
- Logistics officer (development and/or humanitarian assistance)

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units are required for award of this qualification including:

- 5 core units
- 10 elective units

At least 5 units must be selected from Groups A, B and C, where:

- Group A electives are recommended for work in humanitarian assistance
- Group B electives are recommended for work in development assistance
- Group C electives are specific to development and humanitarian assistance work

A wide range of additional elective units is available, including:

- Other relevant electives listed after details of the Diploma of Community Services (Development and/or Humanitarian Assistance)
- 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 or accredited courses where the details of those courses are available on the TGA or other public listing

Core units

CHCDHA401B Work effectively in the development and/or humanitarian assistance sector

CHCDHA402B Maintain well being in a field environment

CHCDHA404A Develop and maintain positive relationships with key stakeholders

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTWHS300A Contribute to WHS processes

The importance of culturally aware and respectful practice

All workers undertaking development and/or humanitarian assistance work need foundation knowledge to inform their work with clients and co-workers from culturally and linguistically diverse backgrounds and with those who are indigenous to the country in which the assistance is being provided. This foundation is to be provided and assessed as part of a holistic approach to delivery and assessment of this qualification.

Relevant electives

At least 5 electives must be selected from Groups A, B and C below.

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

Group A – humanitarian assistance electives

One or more of these electives is recommended for work in humanitarian assistance – and additional or alternative electives may be selected from the development assistance and other groupings if appropriate.

CHCDHA403B	Apply knowledge of humanitarian assistance project work
CHCDHA410B	Adapt and apply technical knowledge in a development context
CHCDHA411A	Conduct a rapid assessment in a humanitarian assistance context
CHCDHA412B	Use a capacity building approach in development work
CHCDHA413A	Prepare transition plans in a development and/or humanitarian assistance context

Group B – development assistance electives

One or more of these electives is recommended for work in development assistance – and additional or alternative electives may be selected from the humanitarian assistance and other groupings if appropriate.

CHCDHA405B	Apply knowledge of development program work
CHCDHA410B	Adapt and apply technical knowledge in a development context
CHCDHA412B	Use a capacity building approach in development work

Group C – other electives specific to development and humanitarian assistance work

Finance

CHCDHA406A	Secure development and/or humanitarian assistance funding
CHCDHA407A	Address financial requirements of single donor in development and/or humanitarian assistance
CHCDHA408A	Manage cash in development and/or humanitarian assistance contexts
CHCDHA409A	Close out financial operations in development and/or humanitarian assistance contexts

Management

CHCDHA501B	Manage work in the development and/or humanitarian assistance sector
CHCDHA502B	Manage humanitarian assistance operations
CHCDHA504A	Manage complex funding arrangements in development and/or humanitarian assistance
CHCDHA505B	Develop and manage implementation plans

Program design, monitoring and evaluation

CHCDHA503A	Design, monitor and evaluate development and/or humanitarian assistance programs
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Other relevant electives

Additional electives relevant to this qualification are listed after details of the Diploma of Community Services (Development and/or Humanitarian Assistance).