



Australian Government

CHC41115 Certificate IV in Employment Services

Release 2

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Modification History

Release	Comments
Release 2	Release 2. CHC41115 Certificate IV in Employment Services supersedes and is equivalent to Release 1. CHC41115 Certificate IV in Employment Services. Modifications include removal of unused units of competency in response to Skills Reform Ministerial Statement - 9 October 2020. Elective unit removed: CHCECD004 Establish and monitor Australian Apprenticeship arrangements.
Release 1	This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged CHC30912/C HC42012. Change in packaging rules. Significant changes to core units.

Qualification Description

This qualification reflects the role of individuals who provide employment services to both job seekers and employers. They use specialised knowledge to support individual job seekers in locating, securing and maintaining employment, and to assist employers in meeting their recruitment needs.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Packaging Rules

Total number of units = 14

- 9 core units
- 5 elective units, consisting of:
 - up to 5 units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

CHCCCS016 Respond to client needs

CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCECD001	Analyse and apply information that supports employment and career development
CHCECD002	Deliver and monitor contracted employment services
CHCECD003	Promote job seekers to employers
CHCECD006	Develop and monitor employment plans
CHCLEG001	Work legally and ethically
CHCPRP001	Develop and maintain networks and collaborative partnerships
Elective units	
CHCADV001	Facilitate the interests and rights of clients
CHCCCS004	Assess co-existing needs
CHCCCS006	Facilitate individual service planning and delivery
CHCCSM004	Coordinate complex case requirements
CHCDIS007	Facilitate the empowerment of people with disability
CHCDIS010	Provide person-centred services to people with disabilities with complex needs
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCECD005	Deliver employment services to employers
CHCECD007	Maximise participation in work by people with disability
CHCECD009	Conduct career guidance interviews
CHCLLN001	Respond to client language, literacy and numeracy needs
CHCMHS001	Work with people with mental health issues
BSBEMS401	Develop and implement business development strategies to expand client base

BSBEMS402	Develop and implement strategies to source and assess candidates
BSBEMS403	Develop and provide employment management services to candidates
BSBEMS404	Manage the recruitment process for client organisations
BSBMKG413	Promote products and services
BSBRSK401	Identify risk and apply risk management processes
TAEDEL401A	Plan, organise and deliver group-based learning
TAEDEL402A	Plan, organise and facilitate learning in the workplace

Qualification Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>