Alphacrucis University College

COURSE HANDBOOK

Diploma of Community Services
School of Health and Human Sciences

COURSE HANDBOOK

Alphacrucis University College

DIPLOMA OF COMMUNITY SERVICES

Table of Contents

Overview

DIPLOMA OF COMMUNITY SERVICES (DCS)	Program Director	Associate Professor Rebecca Loundar
	AQF Level	AQF Level 5 (Higher Education)
	Qualification	Diploma
	Subjects	8
	Languages of Instruction	English
	ASCED Code	090501
	Accreditation	Self-accreditation *(accredited in 2025)*
	Course Length	1 year full-time; up to 4 years part-time **The course will be offered part time in 2026**
	Entry Requirements	https://www.ac.edu.au/awards/diploma-of-community-services/

COURSE OVERVIEW

The Diploma of Community Services provides an introductory body of knowledge and skills in the discipline area of community services. The program is designed to produce graduates who can apply integrated technical and theoretical community service concepts in a broad range of contexts from a Christian worldview, as well as embody integrity, professional knowledge and social skills, making a positive contribution to society.

The Diploma of Community Services introduces students at a foundation level to the sources and content of the discipline of community services and provides training which emphasises vocational application in community based work. Graduates will have cognitive and communication skills to identify and analyse a range of ideas and perspectives in community based contexts, specialist technical and creative skills to express those ideas, and will be able to demonstrate an ability to apply a body of knowledge in a range of contexts. Students will perform complex technical operations in real-life community work contexts with personal responsibility and autonomy, and will demonstrate an ability to plan, design, implement and evaluate approaches to chaplaincy problems and requirements.

AC is committed to providing academic pathways for students. The course of study allows flexibility for students who may wish to start with a short undergraduate course before committing to the Bachelor of Applied Social Science or for students who need to exit the Bachelor program earlier than intended, due to unforeseen personal or professional reasons.

COURSE HANDBOOK

Course Structure

Note: Contact the Quality & Standards Team for access to previous course version.

This course structure applies to students enrolled from Semester 1, 2026 onwards.

The course structure is based on two semesters (each of 13 weeks duration), with four subjects taught in each semester. It comprises:
- 40 credit points of compulsory core subjects; and
- 40 credit points of electives.

To qualify for award of the degree of Diploma of Community Services a candidate shall accrue an aggregate of at least 80 credit points, including satisfactory completion of the core subjects noted below.

Content of the course of study		Credit points
Core subjects	ACA001 Faith and Purpose SSC020 Foundations of Community Services SSC021 Foundational Communication Skills SSC022 Professional Placement – Community Services	4 x 10
Elective subjects	SSC010 Understanding Trauma SSC011 Understanding Addictions SSC012 Methods of Youth Work SSC013 Chaplaincy Ministry (dual MIN013) SSC015 Group Work SSC110 Psychology of Emotion and Wellbeing SSC116 Community Engagement	4 x 10
Specialisation	There are no specialisations.	
Rules of Progression	Students must complete at least 4 units, including the 3 core units (ACA001, SSC020, SSC021) prior to commencing the placement (SSC022)	
Pre-requisites for specific subjects	Pre-requisites are noted on the subject outline. Students must have completed the pre-requisite to enrol in the subject. Must have the appropriate police checks and/or approvals for working with children.	
Bridging/ Nested Courses	There are no nested courses within this course of study	

Indicative Course Progression

Based on a full-time study mode

CORE	ELECTIVES	RESTRICTIVE ELECTIVES

Year 1	
Semester 1	**Semester 2**
ACA001 Faith and Purpose	SSC022 Professional Placement – Community Services
SSC020 Foundations of Community Services	Elective
SSC021 Foundational Communication Skills	Elective
Elective	Elective

Course Learning Outcomes

Graduates will be able to demonstrate:
• General understanding of key issues, recent scholarship and practices within the discipline area of chaplaincy, consistent with a Christian worldview
• Depth of understanding of practical fieldwork
• Technical and theoretical understanding of basic research principles and methods, and knowledge of research approaches used in the discipline area of chaplaincy.
Graduates will be able to demonstrate ability to:
• Identify, analyse and synthesise theoretical knowledge in the discipline area of chaplaincy;
• Examine complex problems or presenting issues using appropriate methodologies and theories from the discipline area of chaplaincy
• Employ specialist technical and creative skills to express ideas and perspectives related to the discipline area of chaplaincy
• Communicate effectively to transfer knowledge and specialised chaplaincy skills to peers, clients, and general audiences in diverse contexts.
• Apply theoretical and technical knowledge and skills acquired within the specialist area of chaplaincy in a range of professional context
• Work independently, responsibly and with the level expected in a broad range of professional and chaplaincy context
• Collaborate in team projects to make a positive contribution toward social issues
• Undertake self-reflection and evaluation of performance for the purpose of vocational development.

Work Integrated Learning

Work-Integrated Learning may be undertaken through various Professional Practice and Professional Experience subjects at AC. These subjects seek to create a direct linkage between the learning, skills and values engaged in lectures, and the reflection which occurs when these are applied in real-life settings. These work-based training subjects comprise of instruction, academic assessment and a placement in a workplace for each subject.

To qualify for this course, a candidate will complete at least 1 subject (10 credit points) of Professional Practice. Students are usually required to find their own workplace/ employer/ mentor to be approved by AC. In some cases, a new aspect within a student's current paid employment may be suitable as a work placement.

For further information related to Work-Integrated Learning please see the Professional Practice Handbook on Moodle or contact our Student Support *team*.

Other Course Information

For other course information, such as information on Professional Accreditation and available intakes, visit the course web page:

https://www.ac.edu.au/awards/diploma-of-community-services/

USEFUL LINKS

AC WEBSITE

https://www.ac.edu.au/

ACADEMIC CALENDAR

https://www.ac.edu.au/key-dates/

HOW TO ENROL

Please see the **Timetable** for available subjects and contact **Student Support Team** for tailored academic advice before completing the enrolment form.

AC POLICIES

https://ww1.ac.edu.au/ppm/

LEARNING MANAGEMENT SYSTEM

Enrolled students will have access to AC's **LMS**

FEES

https://www.ac.edu.au/fees-financing/

STUDENT FORMS

https://www.ac.edu.au/forms/

GRADUATE ATTRIBUTES

https://ww1.ac.edu.au/ppm/graduate-attributes-policy/

STUDENT SUPPORT

The Student Support team are available if you need assistance. Email the team via: studentsupport@ac.edu.au or book a phone or video call via: Bookings

Phone: (02) 8893 9005

https://www.ac.edu.au/student-services/

For disability support please contact dso@ac.edu.au

Appendix 1

COURSE PROGRESSION TRACKING TEMPLATE

Diploma of Community Services (DCS)

Student:	
Student ID number:	
Year of commencement:	

Diploma of Community Services requirements:

8 subjects (80 credit points): 4 Core Units + 4 Elective units

2 Core subjects Subject Code & Name	Subject Credit Points	Comments

2 Elective subjects Subject Code & Name	Subject Credit Points	Comments