



Alphacrucis University College

COURSE HANDBOOK

DIPLOMA OF COMMUNITY SERVICES

School of Health and Human Sciences

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COURSE HANDBOOK



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DIPLOMA OF COMMUNITY SERVICES

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Overview

Diploma of Community Services	Program Director	Rebecca Loundar
	AQF Level	AQF Level 5 (Higher Education)
	Qualification	Diploma
	Subjects	8
	Languages of Instruction	English
	ASCED Code	090501
	Accreditation	Self-accreditation (<i>accredited in 2025</i>)
	Course Length	1 year full-time; up to 4 years part-time
	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.

Course Structure

Note: Contact the Student Support Team for access to previous course version.

This course structure applies to students enrolled from Semester 2, 2025 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 MIN013/SSC013 Chaplaincy Ministry 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 website. 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 prior to placement.	
Bridging/ Nested Courses	There are no nested courses within this course of study	

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Recommended Course Progression

Based on a full-time study mode.

Students can track course progression using the template at the end of this handbook.

CORE	ELECTIVE
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First Year			
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:
<ul style="list-style-type: none">• General understanding of key issues, recent scholarship and practices within the discipline area of chaplaincy, consistent with a Christian worldview
<ul style="list-style-type: none">• Depth of understanding of practical fieldwork
<ul style="list-style-type: none">• 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 the ability to:
<ul style="list-style-type: none">• Identify, analyse and synthesise theoretical knowledge in the discipline area of chaplaincy;
<ul style="list-style-type: none">• Examine complex problems or presenting issues using appropriate methodologies and theories from the discipline area of chaplaincy
<ul style="list-style-type: none">• Employ specialist technical and creative skills to express ideas and perspectives related to the discipline area of chaplaincy
<ul style="list-style-type: none">• Communicate effectively to transfer knowledge and specialised chaplaincy skills to peers, clients, and general audiences in diverse contexts.
<ul style="list-style-type: none">• Apply theoretical and technical knowledge and skills acquired within the specialist area of chaplaincy in a range of professional context
<ul style="list-style-type: none">• Work independently, responsibly and with the level expected in a broad range of professional and chaplaincy context
<ul style="list-style-type: none">• Collaborate in team projects to make a positive contribution toward social issues
<ul style="list-style-type: none">• 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/placement.

For further information please refer to the SHHS Student Moodle Page.

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

Course Progression Tracking Template

Diploma of Community Services

Student Name:	
Student ID Number:	
Commencement:	

Requirements:

- 8 subjects; 4 Core and 4 Elective
- *SSC022 Professional Placement in Community Services* completed in final semester of study
- For detailed subject information please refer to the [website](#)

Core Subjects	Enrolment	Notes
ACA001 Faith and Purpose		
SSC020 Foundations of Community Services		
SSC021 Foundational Communication Skills		
SSC022 Professional Placement – Community Services		

Elective Subjects <i>(subject options listed below)</i>	Enrolment	Notes
<i>Elective 1:</i>		
<i>Elective 2:</i>		
<i>Elective 3:</i>		
<i>Elective 4:</i>		

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Elective subject options:

- *SSC010 Understanding Trauma*
- *SSC011 Understanding Addictions*
- *SSC012 Methods of Youth Work*
- *SSC015 Group Work*
- *SSC110 Psychology of Emotion and Wellbeing*
- *SSC116 Community Engagement*
- *MIN013 Chaplaincy Ministry*