



Alphacrucis University College

COURSE HANDBOOK

UNDERGRADUATE CERTIFICATE IN COMMUNITY SERVICES

School of Health and Human Sciences

Alphacrucis University College Ltd

ACN: 072 747 187
ABN: 13 072 747 187
RTO: 90525

TEQSA: PRV12006
CRICOS: 00958A

Mail
PO Box 337 Parramatta 2124

Phone
1300 228 355

Email
info@ac.edu.au

NSW VIC QLD WA SA TAS

COURSE HANDBOOK



Alphacrucis University College

UNDERGRADUTE CERTIFICATE IN COMMUNITY SERVICES

Contents

Overview	2
Course Structure	3
Recommended Course Progression.....	4
Course Learning Outcomes	5
Work Integrated Learning.....	6
Other Course Information	7
Useful Links.....	7
Student Support	8
Course Progression Tracking Template	10

Overview

Undergraduate Certificate in Community Services	Program Director	Catrina Henderson
	AQF Level	AQF Level 7 (Undergraduate)
	Qualification	Undergraduate Certificate
	Subjects	4
	Languages of Instruction	English
	CRICOS Code	105897C
	ASCED Code	090501
	Accreditation	Self-accredited (last accredited in 2025)
	Course Length	1 Semester; Up to 2 years part time.
	Entry Requirements	https://www.ac.edu.au/awards/undergraduate-certificate-community-services/

COURSE OVERVIEW

AC is committed to providing academic pathways for students, and the purpose of undergraduate certificate courses is to provide an introductory body of knowledge in the relevant discipline area. It qualifies individuals with knowledge and skills for further study, professional upskilling, employment and participation in lifelong learning. Undergraduate Certificate qualifications have been designed and accredited to enable graduates to demonstrate the learning outcomes expressed as knowledge, skills and the application of knowledge and skills specified in the Undergraduate Certificate descriptor.

These courses of study introduce students at a foundation level to the sources and content in the relevant discipline areas and provide training which emphasises vocational application. Graduates will have writing and research skills and be able to demonstrate an ability to apply a body of knowledge in a range of contexts. These courses of study draw on AC's established expertise in the relevant discipline areas. They also allow flexibility for students who may wish to start with a short undergraduate course before completing a Bachelor course.

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 one semester (13 weeks duration), with four subjects taught in the semester. It comprises:

- 10 credit points of core
- 30 credit points of electives

To qualify for award of Undergraduate Certificate in Community Services a student shall accrue an aggregate of at least 40 credit points, including satisfactory completion of the core subjects noted below.

Content of the course of study		Credit points
Core Subjects	SSC110 Psychology of Emotion and Wellbeing	1 x 10
Electives	Any 3 SSC subjects at 100, 200 or 300 level	3 x 10
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.	

COURSE HANDBOOK



Alphacrucis University College

UNDERGRADUTE CERTIFICATE IN COMMUNITY SERVICES

Recommended Course Progression

Based on a full-time study mode

CORE	ELECTIVES
-------------	------------------

First Year		
Semester 1		
SSC110	Psychology of Emotion and Wellbeing	
SSC	Elective	
SSC	Elective	
SSC	Elective	

Course Learning Outcomes

Graduates will be able to demonstrate:
<ul style="list-style-type: none">• Knowledge of fundamental issues and practices within the discipline area of community services from a Christian worldview;
<ul style="list-style-type: none">• Technical and theoretical knowledge of the foundational concepts and methods used in the discipline area of community services;
Graduates will be able to demonstrate the ability to:
<ul style="list-style-type: none">• Acquire thinking skills to identify and critically evaluate approaches to solving problems and meet practice requirements in the discipline area of community services;
<ul style="list-style-type: none">• Acquire personal and people skills necessary for communicating effectively ideas and proposing solutions to peers and general audiences in diverse contexts
<ul style="list-style-type: none">• Apply fundamental concepts and thinking skills to a range of situations in the discipline area of community services from a Christian worldview;
<ul style="list-style-type: none">• Apply the knowledge and skills gained within the discipline area of community services to develop appropriate solutions to a range of issues;
<ul style="list-style-type: none">• Apply personal and people skills to work independently, responsibly and with the level of professionalism expected in the discipline area of community services.



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 a minimum of 100 hours of voluntary unpaid work for each subject.

To qualify for the award of the degree of Undergraduate Certificate in Community Services, a candidate is not required to complete any subjects in Professional Practice.

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/undergraduate-certificate-community-services/>

COURSE HANDBOOK



Alphacrucis University College

UNDERGRADUATE CERTIFICATE IN 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/>

COURSE HANDBOOK



Alphacrucis University College

UNDERGRADUTE CERTIFICATE IN COMMUNITY SERVICES

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

Undergraduate Certificate in Community Services

Student:	
Student ID number:	
Year of commencement:	

- 1 compulsory core subjects
- 3 elective subjects
- For detailed subject information please refer to the [website](#)

Core Subject

Subject Code	Pre-Requisite	Subject Name	Enrolment
SSC110	<i>Nil</i>	Psychology of Emotion and Wellbeing	

Elective Subjects

Students to check the [website](#) for subject information including any required pre-requisites.

Subject Code	Pre-Requisite	Subject Name	Enrolment