

CHC43215

Certificate IV in Alcohol and Other Drugs

(with community service electives)

Classroom Regional [Day 7hr / 11 months]

Release 4 | Status: Current | Release date: 23 Dec 2025



PARTNERS
TRAINING

RTO 21837

2026 Course Information Sheet

Be the Support That Makes a Difference Every Day!

If you're looking to support individuals affected by alcohol and drug use, then this course will give you the practical skills and confidence to work with people who are experiencing complex challenges like this in their lives. You'll learn how to assess a person's needs, provide appropriate support and interventions, and work with clients to develop and review individual support and treatment plans. The course also focuses on strong communication, ethical practice, and working respectfully with people from diverse backgrounds. The elective units have been chosen to reflect real community services work where you'll learn to support people who may be experiencing mental health concerns, suicide risk, domestic and family violence, homelessness, or who need advocacy and help navigating support services. By the end of the course, you'll be well prepared to work safely and collaboratively in alcohol and other drugs services and related community support roles, making a positive difference in the lives of the people you help support.

Qualification description

This qualification reflects the role of entry level workers who provide services and interventions to clients with alcohol and other drugs issues and/or implement health promotion and community interventions. Work is undertaken in contexts such as community based organisations, withdrawal services, residential rehabilitation services and outreach services under the guidance of other practitioners and professionals, with limited responsibility and within established parameters.

Pathways

Study – CHC53315 Diploma of Alcohol and other Drugs, CHC52025 Diploma of Community Services, CHC62015 Advanced Diploma of Community Sector Management.

Employment – graduates can expect to apply for employment in the community services sector in occupational titles such as, but not limited to: AOD Support Worker, AOD Case Worker, Rehabilitation Support Worker, Detox Support Worker, Residential AOD Support Worker, Community Support Worker, Youth Worker (AOD focus), Outreach Worker, Homelessness Support Worker, Mental Health Support Worker (AOD specialisation).

Course Entry requirements

There are no mandatory entry requirements to study this qualification, however we do implement the below:

- ✓ If you do not already hold **HLTAID011 Provide First Aid** you must complete this unit at another education provider and we will credit transfer the unit in this course.
- ✓ You'll undertake a Pre-Training Review (PTR) prior to enrolment which is designed to ensure we can help you participate in and successfully attain your desired learning outcomes. It helps us identify units you may have previously acquired and determine if this course is a suitable and appropriate training option for you.
- ✓ You will need to have appropriate language, literacy, numeracy and digital skills (LLND) to study this course.
- ✓ A laptop is required for all classes, as course materials and assessments are accessed online.

Health and Wellbeing Considerations

This course covers sensitive topics such as mental health, alcohol and other drugs issues, family violence and those at risk of suicide. Triggers could occur across a number of role plays and/or discussions during classes. We suggest students have coping strategies, self-care and support in place to manage studying these sensitive topics.



Recovery and Readiness to Study

If you are within the **first six months of a recovery program** for alcohol, drug addiction, or mental health concerns, we ask that you provide written confirmation from your recovery provider supporting your decision to study this course. This helps to ensure that you begin your studies at a safe and appropriate time. Our aim is to make sure that the course supports your recovery in a positive and sustainable way.

Course duration and Study mode

Learn in a supportive classroom environment, one day a week. Units in this course run over approximately 11 months, with classes from 9am – 4pm. Attend **40 classes**, then head out to complete **80 hours of placement** in industry to build real-world experience. You can expect to complete at least **15 hours of study per week** outside of class. We take breaks during Victorian school holidays and public holidays – so you'll have time to rest and recharge!

Assessment requirements & Cloud Assess LMS

As a student, you'll learn and complete your coursework for **16 units** using **Cloud Assess**, our modern and easy-to-use online learning platform. Each unit includes a Student Unit Guide and clear assessment tasks, giving you everything you need to succeed right at your fingertips. You'll be assessed in engaging and practical ways with quizzes, real-world case studies, projects, role plays, presentations and workplace activities. To pass a unit, you need to achieve a Satisfactory (S) result in each task. All due dates are clearly displayed in Cloud Assess and on your course timetable, so you always know what's coming up. If you need help, your **Trainer, Training Coordinator and Student Wellbeing Team** are here to support you! Whether you need academic guidance or external support, we're committed to helping you achieve your goals and thrive in your studies

Placement – Get ready to put your skills into action!

As part of this course, you'll complete **at least 80 hours of hands-on placement**, either by volunteering or through your current job (as long as you're already working in a relevant community services role such as client support or community development). To help you feel confident and professional, you'll also receive a **PTA polo shirt** to wear while on placement. Before starting your placement, it's **critical** that you have a current Victorian Working with Children Check. Many providers also require a current Police Check or immunisation records, so make sure you check what's needed as early as possible. This ensures you have plenty of time to gather the right documents and avoid delays starting placement.

Qualification structure

To be awarded this qualification, you must complete 16 units of competency and provide us with your Statement of Attainment or USI transcript for unit HLTAID011 for the purpose of Credit Transfer.

	Unit Code	Unit Title	C/E	NHs	W/P
1*	CHCAOD001	Work in an alcohol and other drugs context	C	80	
2*	CHCAOD004	Assess needs of client with alcohol and other drugs issues	C	135	
3*	CHCAOD006	Provide interventions for people with alcohol and other drugs issues	C	70	
4	CHCAOD009	Develop and review individual alcohol and other drugs treatment plans	C	75	
5*	CHCCCS004	Assess co-existing needs	C	80	
6*	CHCCCS014	Provide brief interventions	C	75	
7*	CHCCOM002	Use communication to build relationships	C	55	✓
8*	CHCDIV001	Work with diverse people	C	40	
9*	CHCLEG001	Work legally and ethically	C	55	
10	CHCMHS001	Work with people with mental health issues	C	80	
11*	CHCPRP001	Develop and maintain networks and collaborative partnerships	C	80	
12*	CHCADV001	Facilitate the interests and rights of clients	E	100	
13*	CHCCCS003	Increase the safety of individuals at risk of suicide	E	110	
14*	CHCDFV001	Recognise and respond appropriately to domestic and family violence	E	50	
15*	CHCSOH013	Work with people experiencing or at risk of homelessness	E	85	
16*	HLTWHS002	Follow safe work practices for direct client care	E	25	✓
17*	HLTAID011	Provide first aid (via CREDIT TRANSFER)	C	0	
C = Core E = Elective NHs = Nominal Hours W/P = Workplace experience required				1195 nh total	

Finish this course and get a second qualification for free!

Units marked with an asterisk* credit transfer into CHC42021 Certificate IV in Community Services, and there's no extra study needed – simply complete an enrolment form!

More information you should read before you enrol

To make sure you know exactly what to expect when studying with us, it's really important that you read the information we've listed below **before you enrol**. These documents explain our policies, your rights, responsibilities, fees, student support, refunds and more!

Scan the QR code, see them on our website or pick up a copy at any of our campuses.

- Student Handbook
- Refund Information
- Government Funding Fact Sheet
- Student Fees and Charges Policy
- Complaints and Appeals Policy
- Workplace Guide



Understanding our policies now, will help you make an informed decision and avoid surprises later.

Information about Credit Transfers & Government funding

- We have a limited number of government-funded places available in 2026. If you apply for **more than 4 units via Credit Transfer** (includes HLTAID011) we will first complete an internal approval check before confirming your enrolment is Skills First funded. Depending on the outcome, your enrolment may be offered on a fee-for-service basis.
- Credit Transfers do not reduce tuition fees for government-funded students at our training organisation.

2026 Course Fees - Payments & Payment plans

This training is delivered with Victorian & Commonwealth government funding.

We determine your eligibility for government subsidised training at the time of enrolment.

Important: This course does not attract VIC Skills First funding when undertaken as a traineeship.

The non-refundable Administration Fee must be paid at the time of enrolment.

Speak to our enrolment officer if you cannot afford to pay this in full.

Student fees	Government funded fees			Fee For Service Not eligible for Govt funding
	No Concession	Concession or Asylum Seeker	Aboriginal and/or Torres Strait Islander	
Tuition Fee (16 units)	\$300	\$60	\$0	\$7,000
Administration Fee	\$110	\$110	\$110	\$110
TOTAL	\$410	\$170	\$110	\$7,110

Government-funded: the tuition fee must be paid in full at time of enrolment. If you cannot afford this, you can enter into a payment plan. Minimum payment is \$55 per fortnight, with first payment due 2 weeks prior to course start date.

Fee For Service: You must enter into a payment plan. Pay monthly (10 instalments of \$636 + final instalment of \$640) OR Fortnightly (23 instalments of \$291 + final instalment of \$307). First payment is due 2 weeks prior to course start date.

Payment plans are processed securely using **EziDebit or Centrepay**. EziDebit attracts additional processing fees – please refer to our [Student Fees & Charges Policy](#) for those associated fees.



1300 664 601



info@pta.edu.au



HEAD OFFICE & CAMPUS
7 Telford Drive
Shepparton VIC 3630

SALE CAMPUS
Level 2 / 89 Raymond St
Sale VIC 3850

MORWELL CAMPUS
Ground Floor, 59 Church St
Morwell VIC 3840

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