RTO 45177

ANZ First Nations Financial Capability Scholarship Program

Program Information Sheet

CHC42021 Certificate IV in Community Services

For employers and nominated employees

Funded by ANZ and delivered by ICAN Learn (RTO 45177), this scholarship program supports employees who strengthen financial wellbeing in First Nations communities.

Employers are invited to nominate interested employees. Please read this sheet together with the employee, then complete one **Employer Nomination and Expression of Interest (EOI)** form for each person.

EOIs close Friday 29 January 2027 and the course starts on **Monday 1 March 2027**. An EOI is the first step only. It does not enrol the employee, offer a place or create any payment obligation.

About the Program

Priority is given to **Aboriginal and/or Torres Strait Islander applicants**, followed by employees of **Aboriginal Community-Controlled Organisations** and **community services professionals supporting First Nations people**. A nomination does not guarantee a scholarship place.

The program suits employees who support individuals, families and communities through community services, advocacy, referrals and financial literacy education. Learning focuses on safe and ethical practice, communication, responding to complex needs and helping clients build financial capability.

Participants complete the nationally recognised **CHC42021 Certificate IV in Community Services**. Financial capability is the focus of the delivery; it is not part of the qualification title. The course does not on its own qualify a participant as a financial counsellor, but it can be a pathway to the CHC51122 Diploma of Financial Counselling.

Scholarship Eligibility

Scholarship nominees must currently work in community services for the nominating organisation, have successfully completed their Working with Children's Check and the Police checks.

The Qualification

The qualification is awarded once competence in all 15 units is confirmed. A Statement of Attainment is issued for units successfully completed if a participant withdraws or does not finish. A place, completion and employment are not guaranteed.

Key Dates

Expressions of interest close	**Friday 29 January 2027**
Enrolment process completed by	**Friday 12 February 2027**: enrolment forms, pre-training interview and language, literacy, numeracy and digital skills (LLND) assessment
Course starts	**Monday 1 March 2027**
Final assessment due	Friday 18 February 2028
Course completion	**Friday 25 February 2028**, after a one-week final catch-up and reassessment period (21–25 February 2028)

Scholarship Details

Before enrolment, ICAN Learn will confirm the full scholarship terms and conditions.

Scholarship Inclusion	The scholarship covers the **tuition fee of $8,000** for the full course, including learning materials, online learning system access, assessment (two attempts at each assessment task) and certification.
Travel and Accommodation	**Not included.** Travel and accommodation for face-to-face training are the responsibility of the employer or participant; under the arrangement each participant has with their organisation.
Face-to-Face Location	**Townsville.** ICAN Learn will confirm the venue before enrolment is finalised, so employers and participants can plan travel and availability.
Withdrawal or Non-Completion	Participants who withdraw or do not finish their course receive a **Statement of Attainment** for the units they successfully completed. The scholarship cannot be transferred to another person.

How the Course Is Delivered

Course Duration	**52 calendar weeks** commencing Monday 1 March 2027, with scheduled course activities concluding Friday 25 February 2028. Four terms of 10 study weeks, each followed by a break with no new teaching (2 weeks after Terms 1–3, and a one-week catch-up and reassessment period after Term 4).
Face-to-Face Training	Tuesday to Thursday in **Weeks 1 and 6** of each term, 9:00 am to 3:30 pm: 6 days a term and **24 days** across the course. Days combine teaching, practical assessment and learner support.
Live Online Sessions	A 30-minute trainer-led group session each Wednesday in Weeks 2–5 and 7–9, and a 2-hour session (10:00 am to 12:00 pm) on the Wednesday of Week 10 for consolidation, feedback and progress review.
Online Learning	Learning, practice and staged assessment on ICAN Learn's online learning system. Units are studied one after another, each with its own assessment due date, and Week 10 is for completing any remaining evidence.
Study Time	About **15 hours a week** of study outside scheduled training in each study week; about **766 learner hours** in total (see note below). Employers and employees should agree how paid and personal study time will cover this.
Attendance	Attendance at **all face-to-face days is mandatory**. If a day is missed, the trainer will discuss it with the participant and develop an adjusted training plan.
Assessment	Knowledge tasks, case studies, practical demonstrations, observed activities and workplace evidence, as each unit requires. Feedback and **two attempts** at each task are included (see note below).
Workplace Access	There is **no formal work placement** and no set hours. Scholarship nominees are employed in community services, and some tasks draw on their current role, such as examples of their practice or de-identified workplace documents. If a participant's role or employment changes, ICAN Learn will review assessment arrangements and agree suitable alternatives where permitted by the relevant unit requirements.

Learner hours: about 600 study hours plus 166 hours of scheduled training. Scheduled training is 144 face-to-face hours (24 days of 6 learning hours, excluding 30 minutes of breaks), 14 hours of 30-minute online group sessions and 8 hours of Week 10 consolidation sessions.

Assessment attempts: two attempts at each task are included in the scholarship, provided the first attempt is submitted by its due date or an approved extended date. Approved extensions, including those in an adjusted training plan, keep both attempts. Late submissions without approval and any further attempts are managed under ICAN Learn's assessment policy.

Term and Face-to-Face Dates

Term	Study Weeks (10 weeks each Term)	Face-to-Face Days (Tuesday–Thursday)	Term Break
Term 1	1 Mar – 7 May 2027	2–4 Mar 2027 and 6–8 Apr 2027	10–21 May 2027 *(2 weeks)*
Term 2	24 May – 30 Jul 2027	25–27 May 2027 and 29 Jun – 1 Jul 2027	2–13 Aug 2027 *(2 weeks)*
Term 3	16 Aug – 22 Oct 2027	17–19 Aug 2027 and 21–23 Sep 2027	25 Oct – 5 Nov 2027 *(2 weeks)*
Term 4	8 Nov 2027 – 18 Feb 2028	9–11 Nov 2027 and 14–16 Dec 2027	21–25 Feb 2028 *(1 week)*

End-of-year closure: *Friday 17 December 2027 to Sunday 23 January 2028.*

Term 4 resumes on Monday 24 January 2028.

What Participants Will Learn

The course has 15 units of competency (7 core and 8 electives), studied in order across four terms.

Term	Focus	Units	Participants will be able to
Term 1	Foundations for community services practice	HLTWHS002 Follow safe work practices for direct client care CHCLEG001 Work legally and ethically CHCCOM002 Use communication to build relationships CHCDIV001 Work with diverse people	Safe and ethical practice, communicating with clients and colleagues, and working respectfully with diverse people.
Term 2	Client rights, advocacy and partnerships	CHCADV001 Facilitate the interests and rights of clients CHCADV002 Provide advocacy and representation services CHCPRP001 Develop and maintain networks and collaborative partnerships	Supporting clients to understand and act on their rights, advocating on their behalf, and working with other services.
Term 3	Responding to complex client needs	CHCCCS004 Assess co-existing needs CHCCCS019 Recognise and respond to crisis situations CHCDFV001 Recognise and respond appropriately to domestic and family violence CHCSOH013 Work with people experiencing or at risk of homelessness	Recognising and responding to co-existing needs, crisis, domestic and family violence, and homelessness, with care and cultural safety.
Term 4	Financial capability, community education and professional practice	CHCEDU005 Work with clients to identify financial literacy education needs CHCEDU006 Improve clients' fundamental financial literacy skills CHCEDU007 Provide group education on consumer credit and debt CHCPRP003 Reflect on and improve own professional practice	Identifying financial literacy needs, building individual financial capability, running group education on credit and debt, and reflecting on your own practice.

Reflection on professional practice (CHCPRP003) starts in Term 1 and is assessed in Term 4.

From Nomination to Enrolment

1. The employer and employee complete and sign one EOI for each nominee and return it by **Friday 29 January 2027**.
2. ICAN Learn reviews the EOI and contacts the employee about suitability and available places. Successful candidates are informed of the enrolment steps and what information they need to provide.
3. Invited employees receive the **ICAN Learn enrolment forms** and complete them, the **pre-training interview and LLND assessment** by **Friday 12 February 2027**.
4. Before enrolment or payment, ICAN Learn confirms the dates, workload, venue, units, assessment requirements, scholarship terms, support options and relevant policies.
5. Enrolment is complete only when ICAN Learn confirms acceptance.

Course Readiness Requirements

To study this course, ICAN Learn requires participants to:

- be currently working, or have worked, in the community services sector
- be able to work self-paced and commit to the suggested hours of personal study time
- demonstrate Certificate IV level literacy and numeracy skills
- be able to work collaboratively using digital media platforms
- take part in a pre-training interview.

Applicants should have an interest in, or relevant experience of, social and community services, and the maturity and interpersonal skills to work with a diverse range of people.

Before enrolment, a **pre-training interview** and a **language, literacy, numeracy and digital skills (LLND) assessment** assess course suitability and identify any support required.

Applicants can discuss **recognition of prior learning (RPL)** at the pre-training interview; formal RPL assessment follows ICAN Learn's RPL process. **Credit transfer** applies to the same or an equivalent superseded unit, with authenticated evidence such as a USI transcript (for example, the three CHCSS00077 skill set units).

Support for Participants

- **Regular trainer contact** throughout each term, with early follow-up if a participant falls behind.
- **Cultural and community obligations are respected**, with catch-up learning and extended assessment dates under ICAN Learn's Flexible Catch-Up and Cultural/Community Obligations Policy.
- **Help with digital skills**, and an orientation to the online learning system at the start of the course.
- **Reasonable adjustments** for disability, accessibility or other needs, keeping each unit's requirements. Support needs can be discussed **privately** and do not automatically prevent participation.

What Employers Are Asked to Support

- Release for face-to-face training, online sessions and assessment.
- Regular study time, and how workload or cover will protect it.
- Access to a computer, internet and a suitable study space.
- A nominated workplace contact details to support the employee throughout the course and liaise with ICAN Learn as needed.
- Reasonable access to workplace evidence for assessment, with attention to privacy and client consent.

Paid leave, travel, costs and workload are agreed between the employer and employee.

Return the EOI or ask a question

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