CHCSS00093 Alcohol and Other Drugs Skill Set

Course Information Brochure



An online course designed to help community workers develop the skills necessary to support individuals with alcohol and other drugs issues.

Eva Burrows College Vocational Training RTO 0328 is registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011.

Delivery Mode

Online, Self-directed

2026 Enrolment Intakes

Anytime from 2 February – 30 November

Course Duration

Six months

Thank you for your interest in undertaking the CHCSS00093 Alcohol and Other Drugs Skill Set with Eva Burrows College Vocational Training.

This course reflects the skill requirements for support workers providing services to clients with alcohol and other drugs issues.

Two important things you should know about this course.

1. **You have 6 months to complete this online course.**
   This is a self-directed, online course delivered via our online portal, Booth Online.
   You will have 6 months from enrolment to complete this course.

2. **Approximately 15 hours a week should be set aside for study.**
   We recommend students allocate a minimum of 15 hours per week to work through the Learner Guides, online activities and assessments.

You can find all the relevant course details including entry requirements, enrolment dates and course fees in this Course Information brochure.

Whether you are looking to start a career as an AOD worker, already work in this field with no formal qualification or looking to specialise in this area, we are here to help and support you in achieving your goals.

For any further information email the Student Support Services team vtoenquiries@ebc.edu.au.

Course Overview

The CHCSS00093 Alcohol and Other Drugs Skill Set will equip you to support individuals struggling with addiction. It contains four of the core units within the Diploma and Certificate IV in Alcohol and Other Drugs qualifications, providing you with credits in the accredited programs, should you wish to continue further study. Working through the learning materials, you will develop the skills required to assess, support, educate, and counsel people with drug and alcohol issues within the community.

Trainer and Assessor



Cassandra Makin has worked in various settings across the alcohol and other drugs sector, supporting both youth and adult clients throughout the intake and assessment process, during residential withdrawal, as well as providing care, recovery support and counselling for over 10 years. She has been involved in a Youth Crime Prevention Pilot to reduce recidivism and improve alcohol awareness.

Cassandra holds a Bachelor of Arts (Sociology), Diploma of Counselling, Diploma of Community Services, Certificate IV in Youth Work, Certificate IV in Mental Health, Certificate IV Alcohol and Other Drugs and a Certificate IV in Training and Assessment.

Cassandra's research interests include the intersect between development theories, trauma, and attachment styles. She is also passionate about effective social policy design that improves outcomes for marginalised members of the community.



Course Coordinator

Helen Maerz
helen.maerz@salvationarmy.org.au

Delivery Mode

Online, self-directed

Duration

Six months

2026 Enrolment Intakes

Anytime from 2 February –
30 November

2026 Course Fees

The course fee is $1,236.
Full payment of the course fee is required prior to enrolment.

Course fees are correct at time of distribution. You can confirm the current Course Fee here.



Course Structure

The CHCSS00093 Alcohol and Other Drugs (AOD) Skill Set is a nationally recognised qualification which requires the successful completion of four units over a six-month period.

UNITS

CHCAOD001	Work in an alcohol and other drugs context
CHCAOD004	Assess needs of clients with alcohol and other drugs issues
CHCAOD006	Provide interventions for people with alcohol and other drugs issues
CHCAOD009	Develop and review individual alcohol and other drugs treatment plans

Competency-based training

Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace. As this is a competency-based course, the assessments will involve the demonstration of skill, knowledge and the ability to work consistently to the standards required. The assessment tasks may include questions, case studies, third party feedback or workplace projects

Recognition of Prior Learning (RPL)

If you believe you have the skills and knowledge in some or all of the units, or you already hold a similar qualification and are looking to upgrade, then you may wish to consider Recognition of Prior Learning (RPL).

Recognition for units may be granted based on previous learning, studies, work and/or life experiences. You may apply for RPL once you have enrolled in the course. Students are encouraged to apply for RPL within their first 12 weeks of enrolment. Please note, RPL is charged at the same rate as the course fee as it is still a form of assessment. Please discuss this with the Course Coordinator when you enrol.

Credit Transfers

A credit transfer provides automatic credit for equivalent units you have already completed in an accredited course with another training provider. There is no charge for credit transfers, and your course fees will be reduced if you are eligible. Please discuss this with the Course Coordinator when you enrol.

Work Experience

Whether you are already working in the alcohol and other drugs sector or are looking to move into the industry, work experience will give you an invaluable opportunity to put your course theory into practice. Work experience is optional but recommended. Simulated tasks will be provided for students unable to do work experience.

If you are not currently working in the industry, you have the flexibility of identifying a work experience opportunity or our Placement Officer can assist you. Due to the ever-changing demands placed on organisations it is not possible for the college to guarantee a suitable work experience opportunity. For further information email the Placement Officer.

Entry Requirements

There are no entry requirements for this qualification. However, it is most suited to individuals who have existing experience or qualifications in direct client care roles seeking to broaden their skills.

Residential Status

This course is open to Australian residents. Unfortunately, we are not registered to accept international students. The eligibility of students will be confirmed during enrolment.

IT Requirements

Students will require access to a computer and the internet to allow them to study using our online learning portal, Booth Online. To participate and engage in any online courses and tutorials, it is recommended students are competent in using a computer and have:

- a laptop or desktop computer (PC or Mac) with at least 2GB of RAM.
- a stable internet connection (ADSL2 equivalent or higher)
- a USB microphone headset or iPhone headset with built-in microphone.
- a current version of a modern web browser (Chrome, Firefox or Safari).
- the Microsoft Office Suite installed on your computer. MS Word is required for most of the assessment tasks.

Course Materials and Resources

Trainer and Assessor To support and guide you in your learning.	Eva Burrows College has trainers and assessors who are qualified and currently working in their industry, thereby providing you with the most up to date knowledge and skills to support and guide your learning. Each topic of your learning journey commences with an introduction to the subject matter, followed by forums, quizzes, and online facilitation. At any stage of your learning, you can contact your trainer by email, who is available to help you with your query.
Booth Online The login instructions for the online portal will be provided after enrolment.	Access to all learning materials and assessment tasks will be available through our online portal, Booth Online. Our Online Support Team is available Monday to Friday to assist you to navigate the system and can be contacted via email at online@ebc.edu.au.
Learner Guides Learner Guides will be made available to you after enrolment.	Eva Burrows College will provide you with a Learner Guide for each unit, to enable you to advance your knowledge of each topic. To progress through your course, simply work through the Learner Guide and online resources to complete each unit's online assessment tasks, and then upload your completed assessments through Booth Online.
Eva Burrows Library Can provide additional resource material on request.	The Eva Burrows Library offers both onsite and online access to resources that help meet the study, research and leisure reading needs of our students. To become a member of the library, please complete the Library Registration Form.

Pathways

One qualification – three pathways

Pathway 1 – New	Pathway 2 – RPL	Pathway 3 – Upgrade
If you are new to alcohol and other drugs work	Currently work in the sector with no formal qualification	Needing to specialise in an area of community work
Aspiring worker in the area of alcohol and other drugs	You are currently working as an AOD worker, who has the experience but not the qualification.	You already hold a qualification in Community Services but looking to specialise in an area

Upon successful completion of all assessment tasks, and being deemed competent in all units, you will be awarded a Statement of Attainment. You can also transition into the CHC43215 Certificate IV in Alcohol and Other Drugs or CHC53215 Diploma of Alcohol and Other Drugs and receive credit for the four units of competency.

FAQs

Why should I study at Eva Burrows College?

Eva Burrows College is the national education and learning centre of The Salvation Army Australia. Drawing from our cutting-edge Salvation Army experience, Eva Burrows College Vocational Training (RTO ID 0328), exists to encourage and empower you through our nationally recognised and accredited courses. We provide a comprehensive learning pathway that integrates practical experience with formal qualifications. We also offer a range of study options to suit your lifestyle needs and can help schedule your learning to empower you to graduate successfully. All learning options for this course can be discussed with your Course Coordinator.

Who should consider this course?

This course is suitable for support workers providing services to clients with alcohol and other drugs issues, in particular workers with existing experience or qualifications in direct client care roles seeking to broaden their skills.

Is the qualification recognised nationally?

Eva Burrows College Vocational Training has been a Registered Training Organisation (RTO) for over 30 years. Registered by ASQA, we deliver nationally recognised and accredited courses and conduct our operations in accordance with the Australian Quality Training Framework.

Our qualifications are nationally recognised and developed to meet industry needs. Our accreditation within the vocational training sector means that whatever level of study is right for you, we have an entry point that can match your current needs.

How many hours a week will I need to spend studying?

This course is delivered online, which means you can complete it at your own pace, in your own time, over a six-month period. As a guide, we recommend students allocate a minimum of 15 hours per week to their studies

How much does the course cost and what does this include?

This course is open to all Australian residents and costs $1,236. Full payment of the course fee is required prior to enrolment.

This fee includes all learning and assessment resources, online support and assessment services for a period of six months.

Course fees are correct at time of distribution. You can confirm the current Course Fee here.

Is there financial assistance available for Salvation Army Officers or employees?

Officers may apply for up to 90% of the course fee. Employees may apply for up to 60% of their course fee. For further information on the policy and how to apply see the Personnel Development Policy.

Does the course fee include GST?

Nationally recognised training delivered by Eva Burrows College is not subject to GST.

Would a VET Student Loan be available for this course?

Eva Burrows College is not registered to provide VET Student Loans.

Can I access a government subsidy?

Some courses are subsidised by either State or Federal Governments. Please refer to Course Fees and Subsidies on our website to learn more about the current subsidies available.

If I withdraw from the course, do I get my money back?

If the enrolment does not proceed to confirmation of enrolment, no fee is charged.

If the student withdraws from a course after confirmation of enrolment, the Enrolment Fee will be retained as per the conditions below:

Withdrawal Condition	Fee
Withdrawal within 30 days after confirmation of enrolment	30% of course fee retained
Withdrawal between 31 and 60 days after confirmation of enrolment	50% of course fee retained
Withdrawal more than 60 days after confirmation of enrolment	100% of course fee retained

How to Apply

Applying for a course is a simple process.

Step 1	**Contact Us** To register your interest email vtoenquiries@ebc.edu.au. The 2026 Enrolment Intakes for this course are: • 2 February – 30 November An online enrolment application link will be emailed to you.
Step 2	**Complete the Online Enrolment Application** and upload the requested information including: • A Unique Student Identifier (USI). Applying for a USI is cost free. It is a requirement of the federal government that when you enrol in a nationally accredited vocational training program a USI is recorded on your application. Apply for a USI at usi.gov.au. • Photo identification documents (VIC and NSW residents applying for government funded training must provide certified copies).
Step 3	**We will be in contact** Your enrolment application will be reviewed, and you will be advised of the outcome via email which will include an invoice for Course Fees.
Step 4	**Finalise Your Application** Confirm that you wish to proceed with your enrolment by paying the full course fee. Note that enrolment is not confirmed until course fees have been paid.
Step 5	**Begin to Study** When the enrolment process is complete, final confirmation of your enrolment will be emailed to you, and we will: • Advise the Trainer and Assessor who will support you through your studies and answer any queries regarding the course content or assessments. • Provide you with a login to the Booth Online portal via a separate email with instructions on how to access the portal. • Start your learning journey with access to the interactive online orientation, available via Student Central.

Other Courses

available through Eva Burrows College Vocational Training

Certificate IV

CHC43215	Certificate IV in Alcohol and Other Drugs
11237NAT	Certificate IV in Christian Ministry and Theology
CHC42021	Certificate IV in Community Services
BSB40520	Certificate IV in Leadership and Management

Diploma

11070NAT	Diploma of Chaplaincy
CHC53215	Diploma of Alcohol and Other Drugs
CHC52025	Diploma of Community Services (Case Management)
CHC51122	Diploma of Financial Counselling (Generalist)
CHC51122	Diploma of Financial Counselling (Rural Specialisation)
BSB50420	Diploma of Leadership and Management

Skill Sets

CHCSS00077	Financial Literacy Education Skill Set
CHCSS00111	Problem Gambling Skill Set
CF	Chaplaincy Foundations
RFC	Rural Financial Counselling Specialisation
CHCFIN010	Small Business Unit

Short Courses

View a full list of accredited and non-accredited Short Courses now available.

Nationally Recognised Training

Eva Burrows College Vocational Training RTO 0328 is registered with the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011. Accreditation meets an established industry, enterprise, educational, legislative or community need. We have been providing quality training to equip people with work-specific skills for more than 30 years.

This version 2026 publication outlines courses and services offered by Eva Burrows College. Every effort has been made by the college to ensure the information provided is accurate and current at the time of publication. Eva Burrow College reserves the right to change the contents without prior notice, including the method of delivery, or to withdraw any course offered. To make an informed decision about your study, we recommend you contact us.

Office Hours:

Monday to Friday 8.30am – 4.30pm

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