Dual Qualification
Advanced Diploma of Community Sector Management AND Advanced Diploma of Leadership and Management

Qualification Overview
This dual qualification enables the student to further develop the skills required to manage departments within the community services industry and projects in a range of community organisations and government services.

Qualification Content
To successfully gain the Dual Advanced Diploma of Community Sector Management (CHC62015) and the Advanced Diploma of Leadership and Management (BSB61015), you will need to be assessed as competent in 13 units.

• CHCLEG003 Manage legal and ethical compliance
• CMCMGT003 Lead the work team
• CHCDIV003 Manage and promote diversity
• CHCPOL002 Develop and implement policy
• BSBSUS501 Develop workplace policy and procedures for sustainability
• CHCPRP001 Develop and maintain networks and collaborative partnerships
• CHCADV005 Provide systems advocacy services
• CHCMGT001 Develop, implement and review quality framework
• BSBFIN601 Manage finances
• BSBRSK501 Manage risk
• BSBINN601 Lead and manage organisational change
• BSBMGT608 Manage innovation and continuous improvement
• CHCPRP004 Promote and present the service

Duration
The maximum enrolment period for this qualification is 18 months. Classroom programs may vary in duration. Classroom programs may vary in duration.

Location
Classroom delivery is available in metropolitan Melbourne and regional Victoria. Distance delivery is available for BSB61015.

Cost
Customised Training is contracted as a provider of Victorian Government subsidised training under the Skills First Program. Qualification fee subsidies may be available to eligible individuals with funds made available by the Victorian and Commonwealth Governments. Please contact one of our Course Advisors to discuss your individual circumstances.

Pre-Requisites
The student must be employed in the Community Services industry either full time, part time or casual. The student must have access to their workplaces policies and procedures.

Learning Resources

Learning Pathway
GET ON THE QUALIFICATIONS PATHWAY TO SUCCESS.

Vocational Outcomes
This qualification enables the student to further develop the skills required to manage departments within the community services industry and projects in a range of community organisations and government services.
Disability and Community Services Professional Development

Managing challenging behaviours
This session explores the many challenging behaviours that can present themselves in the community services and disability setting and explores the strategies available to assist staff and families with managing these effectively.

Leadership in the Community Services area
This session explores current leadership practise within community services and disability areas.

Working with people with mental health issues
This session covers skills required by workers in community services and disability settings to work and support people who are living with mental health issues.

Completing accurate reporting
This session explores the skills required to complete timely and accurate reporting within the community services sector, including: Incident Reports, case notes, progress notes and documenting complaints and grievances. This session is tailored to the workplace requirements.

Short Courses
In addition to our Professional Development calendar, we also offer short courses in the following workplace related areas:
- Time management
- Project management
- Coaching skills for the workplace
- Leadership for new leaders
- Resume writing and interview techniques
- Leadership for experienced leaders
- Presentation skills
- Stress management
- Conflict management
- Difficult conversations in the workplace
- People and communication skills
The aforementioned PD activities and Short Courses are not accredited courses.

Student Support
Customised Training encourages people with disabilities to explore opportunities to develop their skills through Vocational Education and Training. Adjustments can be made to learning and support materials to suit your individual needs; providing that these adjustments do not compromise the requirements of the relevant Training Package or the integrity, equity and fairness of assessment.

Skills Recognition
Skills Recognition is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system. You are encouraged to discuss the possibility of undertaking the Skills Recognition process prior to the commencement of your training. For further information regarding Skills Recognition please request a Skills Recognition brochure or visit our website www.customisedtraining.com.au.

Work Load
You should expect to spend additional time studying this qualification. This time will typically consist of contacts with your trainer or classroom workshops (depending on your study mode), self-paced study, reading, researching and completing assessment tasks.

Learning Pathway
Customised Training encourages you to continue learning. Pathways exist between various qualification levels, enabling you to move easily and readily between qualifications offered by Customised Training and qualifications offered by other education institutions. Pathways may also allow you to access Skills Recognition and obtain credit points toward your next qualification, reducing your study time. For more information on pathways available to you please contact a Course Advisor to discuss your options; or you can visit www.myfuture.gov.au, a helpful career website.

How to Apply
Once you have made the decision to apply for a qualification you must complete and return the documents listed below to Customised Training. Upon receiving all paperwork and supporting evidence a formal assessment of your eligibility for government funding and suitability for the qualification is conducted.

The following documents must be included with your application:
- Application Form
- Certificates and Statement of Results for any previously attained or partially completed qualifications.

Applications for Government Subsidised places must also include:
- Proof of citizenship/residency
- Certified coloured copy of either: current green Medicare card; Birth Certificate; current Australian Passport; current New Zealand Passport; or Naturalisation Certificate.
- Proof of Age (if you are under 20 years of age)
- Certified coloured copy of either: current Driver Licence; current Learner permit; a Proof of Age card; or a ‘Keypass’ card.

You may also like to join our Professional Development activities, Short Courses or business network.

ConnectT Network
ConnecT Network Melton & Moorabool is a business network that commenced in January 2015. The network is the initiative of Customised Training, and provides business connections and support with a learning focus.

Phone 5367 1630 | Email info@connectnetwork.com.au
Web www.customisedtraining.edu.au/connect-network/