Bridging Qualification

FROM  Advanced Diploma of Disability (CHC60112)
TO  Advanced Diploma of Community Sector Management (CHC60312)

Course Overview
This qualification is designed for individuals who have completed the Advanced Diploma of Disability and are looking to broaden their managerial capacity to allow for a larger scale managerial approach within the community services industry.

Pre-Requisites
You must have completed the Advanced Diploma of Disability (CHC60112) or equivalent. You must also be employed in the industry in a position suitable to the qualification and have relevant experience.

Course Content
To successfully gain the Advanced Diploma of Community Sector Management you will need to be assessed as competent in the 13 units listed below.

If you have completed the Advanced Diploma of Disability at Customised Training you may only need to complete four units (italicised below) to obtain the Advanced Diploma of Community Sector Management.

If you have completed the Advanced Diploma of Disability with another educational provider contact a Course Advisor to discuss your individual circumstances.

BSBRSK501A  Manage risk
CHCOR605B  Manage human resources in a community sector organisation
BSBMGT608C  Manage innovation and continuous improvement
CHCOR624E  Provide leadership in community services delivery
CHCADMIN604B  Manage the finances, accounts and resources of an organisation
CHCOR610B  Manage change in a community sector organisation
HLTWHS501A  Manage workplace WHS processes
CHCOR619D  Manage quality of organisation's service delivery outcomes
HLTHIR403C  Work effectively with culturally diverse clients and co-workers
CHCCS604B  Manage the delivery of quality services to clients
CHCOR607D  Manage workplace issues
CHCOR611C  Lead and develop others in a community sector workplace
CHCOR620D  Promote and represent the service.

Competency can be defined as the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Duration
The usual enrolment period for this course is 6 months. Classroom programs may vary in duration.

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

Cost
Customised Training is contracted as a provider of Victorian Government subsidised training under the Victorian Training Guarantee. Course 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.

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.ctcs.com.au.

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. You will be notified by phone of the outcome. If you are successful you will also receive a confirmation of enrolment letter, statement of fees and information relating to the provision of training and assessment.

Below is a list of documents you must include with your application. Please see the Student Handbook for further information.

- Enrolment Form and Pre-Training Review
- Current resume
- Certificates and Statement of Results for any previously attained or partially completed qualifications.

If you are applying for a Government Subsidised place you must also include:

- Proof of citizenship/residency
  => Certified coloured copy of one of the following: current green Medicare card, Birth Certificate, current Australian Passport, current New Zealand Passport, Naturalisation Certificate.
- Proof of Age (if you are under 20 years of age)
  => Certified coloured copy of one of the following: current Driver Licence, current Learner permit, a Proof of Age card, a ‘Keypass’ card.

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.

Vocational Outcomes

On completion of this qualification students may seek employment in the following areas: centre management, community care management, community development management, community education management, community services management, coordinating, managing, program area management, project management, volunteer program management, disability development and support officer, supervisor, psycho-educational trainer, psycho-social trainer, service coordinator, supervisor, team leader, unit manager.

Learning Pathways

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.

Dual Qualification
Advanced Diploma of Community Sector Management
and
Advanced Diploma of Disability

Higher Education Degree

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