Qualification Overview
This qualification is designed to give you a thorough understanding of management within the Community Services sector and is suitable for managers working within community houses, volunteer services/programs, housing, children’s services, community care and disability areas.

Pre-Requisites
You must hold a community services qualification at Diploma level or above relevant to work in the community sector; or have sufficient relevant experience and knowledge of community work and community services. You must also be employed in the industry in a position suitable to the qualification and have relevant experience.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>BSBRSK501A</td>
<td>Manage risk</td>
</tr>
<tr>
<td>CHGADMIN604B</td>
<td>Manage the finances, accounts and resources of an organisation</td>
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<tr>
<td>CHCORG605B</td>
<td>Manage human resources in a community sector organisation</td>
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<tr>
<td>CHCORG610B</td>
<td>Manage change in a community sector organisation</td>
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<tr>
<td>HLTWHS501A</td>
<td>Manage workplace WHS processes</td>
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<tr>
<td>CHCORG619D</td>
<td>Manage quality of organisation’s service delivery outcomes</td>
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<tr>
<td>HLTIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
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<tr>
<td>BSBMGT608C</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>CHCCS604B</td>
<td>Manage the delivery of quality services to clients</td>
</tr>
<tr>
<td>CHCORG607D</td>
<td>Manage workplace issues</td>
</tr>
<tr>
<td>CHCORG611C</td>
<td>Lead and develop others in a community sector workplace</td>
</tr>
<tr>
<td>CHCORG620D</td>
<td>Promote and represent the service</td>
</tr>
<tr>
<td>CHCORG624E</td>
<td>Provide leadership in community services delivery</td>
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</tbody>
</table>

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 qualification is 18 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. 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.

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:

- 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.

Vocational Outcomes

On completion of this qualification you 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.

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.

Community Services qualification at Diploma level or above

OR

Extensive relevant experience in the community service sector

Advanced Diploma of Community Sector Management

Higher Education Degree

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