CHC62015 Advanced Diploma of Community Sector Management

Qualification Overview
The students undertaking this qualification are workers who are or who wish to be responsible for coordination and management of small organisations or of branches/ departments of large organisations. These people work independently and report to executive management or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation’s goals and strategic directions.

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

- **Core Units**
  - CHCLEG003: Manage legal and ethical compliance
  - CHCMGT003: Lead the work team
  - CHCDIV003: Manage and promote diversity
  - BSBRSK501: Manage risk
  - BSBINN601: Lead and manage organisational change
  - BSBMGT608: Manage innovation and continuous improvement
  - CHCMGT001: Develop, implement and review quality framework
  - BSBFIM601: Manage finances

Please select one of the below elective groups based on industry of employment:

**Early Childhood Elective Group**
- CHCPOL002: Develop and implement policy
- BSBSUS501: Develop workplace policy and procedures for sustainability
- CHCECE025: Embed sustainable practices in service operations
- CHCPRP001: Develop and maintain networks and collaborative partnerships
- CHCPRP004: Promote and present the service

**Disability Elective Group**
- CHCMGT005: Facilitate workplace debriefing and support processes
- CHCCOM003: Develop workplace communication strategies

Duration
The usual enrolment period for this qualification is 16 months.

Location
Classroom delivery is available within 40kms of Bacchus Marsh.

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.

Pre-Requisites
Whilst there are no pre-requisites or entry requirements into this qualification, sufficient relevant experience and knowledge of community work and / or community services is expected to complete a qualification at this level.

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.
Learning Resources
Management and Practice in Health and Human Service Organisations, 1st Edition
Author: Karen Crinall & Lynda Berends
Published: 22 May 2014, ISBN: 9780195524154
The Road to Social Work and Human Service Practice, 4th Edition
Author: Lesley Chenoweth & Donna McAulliffe
Management: Theory and Practice, 5th Edition
Author: Kris Cole
Published: 24 October 2012, ISBN: 9781442581692

Professional Development
- Storytelling in the early years
- Maths and science in the early years
- Music and movement
- Cultural diversity and inclusive practice
- Children's play and education
- The value of play in the early years
- Intentional teaching
- A child's resilience and self-worth

The aforementioned Professional Development activities are also available through Customised Training. These 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 will need to read and review the Customised Training Student Handbook. This handbook can be found on our website in the ABOUT section under FAQ’s. Once you have done this please 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.

ConncetT Network
ConncetT 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.

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