Dual Qualification
CHC60112 Advanced Diploma of Disability
BSB60407 Advanced Diploma of Management

Qualification Overview
This dual qualification provides you with the skills and knowledge required to work at an advanced level within the disability sector to provide specialist services and act as a resource to other workers. It will further enhance your capability as a team leader, supervisor and manager.

You will develop the skills required to successfully coordinate and establish quality service delivery to individuals with complex needs; implement and manage work programs and new services. You will also further develop your skills to work intensively with individual and those with complex needs.

This course will give you the opportunity to share experiences in confidential open discussions, network with others in similar situations and expand your knowledge base.

Pre-Requisites
You must be employed in the industry in a position suitable to the qualification and have relevant experience.

Qualification Content
To successfully gain the Dual Advanced Diploma of Disability and the Advanced Diploma of Management you will need to be assessed as competent in the 26 units listed below.

- CHCNET503D Develop new networks
- PSPGOV602B Establish and maintain strategic networks
- CHCCOM403A Use targeted communications skills to build relationships
- CHCORG428A Reflect on and improve own professional practice
- CHCORG611C Lead and develop others in a community sector workplace
- BSBMGT605B Provide leadership across the organisation
- CHCORG607D Manage workplace issues
- CHCORG610B Manage change in a community sector organisation
- BSBINN601B Manage organisational change
- CHCAD603B Provide system advocacy services
- CHCINF604D Manage the organisation’s information systems
- CHCCS604B Manage the delivery of quality services to clients
- CHCORG619D Manage quality of organisation’s service delivery outcomes
- CHCCS607E Coordinate in-service assessment and response to address client needs
- CHCDIS511A Coordinate services for people with disabilities
- CHCADMIN604B Manage the finances, accounts and resources of an organisation
- BSBFIN601A Manage finances
- HLTWHS501A Manage workplace WHS processes
- CHCORG608E Establish and manage new programs or services
- BSBMGT608C Manage innovation and continuous improvement
- CHCORG620D Promote and represent the service
- BSBMGT616A Develop and implement strategic plans
- CHCCW503A Work Intensively with clients
- CHCCW604B Design and supervise family intervention strategies
- CHCORG626B Manage a service level agreement
- CHCICS404B Plan and provide advanced behavior support

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 24 months. Classroom programs may vary in duration.

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

Workplace delivery is available in metropolitan Melbourne and regional Victoria, on application.

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.

Why choose the Dual Advanced Diploma of Disability and Advanced Diploma of Management qualification?

- Gain a holistic view of disability services and management
- Develop your managerial skills and provide professional supervision of staff
- Build on your current skills and knowledge to provide specialist services
- Gain two nationally recognised qualifications in the time it takes to complete one.

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.

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 the dual qualification students may seek employment in the following areas: case manager, disability development and support officer, house supervisor, psycho-educational trainer, psycho-social trainer, service co-ordinator, supervisor, team leader, unit manager, senior disability worker, area manager, department manager, regional 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.

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 ‘Keypass’ card.

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