

CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT



This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors 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.

At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

Duration

Full time - 66 weeks

Work Placement Hours

200 Hours

Mode of Study

On Campus

Further Study Pathways

Completion of this course provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Bachelor Degrees:

- Bachelor of Health and Community Services
- Bachelor of Community Welfare
- Bachelor of Social Science

Employment Opportunities

Graduates of this course will have employment opportunities in a range of community sector organisations e.g. aged care, early childhood services, disability services. Roles may include:

- Centre manager
- Community care manager
- Community services manager
- Program area manager
- Manager
- Coordinator

Assessment

Assessment is both formative and summative and may include a combination of Questioning, Project, Third Party Report, Scenario, Work Placement Activities, Portfolio and Report.

Entry Requirements

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following

- Applicants must be aged 18 or above
- Applicants must show adequate evidence of competency in communication skills in their pre-enrolment LLN testing. In particular, applicants need to be able to read, comprehend, interpret, apply, write

and share information to standards that will ensure safe working capacity.

- Completion of Diploma of Nursing, Diploma of Community Services, Diploma of Counselling, Diploma of Early Childhood, Diploma of Project Management or Diploma of Mental Health before commencing this Advanced Diploma program, OR
- Current work experience in a related industry supported by evidence of employment and position description

Additional Requirements

- National Police Record Check and/or Police clearance.
- Child - related and/or disability services and/or aged care services and /or vulnerably person related screening
- Moderate level of computer literacy required

Campus Available

Melbourne, Adelaide

Units of Competency

CHCDIV003	Manage and promote diversity
CHCLEG003	Manage legal and ethical compliance
CHCMGT001	Develop, implement and review quality framework
CHCMGT003	Lead the work team
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT608	Manage innovation and continuous improvement
BSBRISK501	Manage risk
CHCPOL003	Research and apply evidence to practice
CHCPRP003	Reflect on and improve own professional practice
CHCMGT005	Facilitate workplace debriefing and support processes
CHCPOL002	Develop and implement policy
CHCPRP004	Promote and present the service