



CHC62015

Advanced Diploma of Community Sector Management

ACPS 
Australian College of
Professional Studies

TOID. 41036

****Government Funding is Available for Eligible Individuals**

COURSE OBJECTIVES

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.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

COURSE DELIVERY

Qualification will be delivered for 81 weeks including breaks. Students will generally need to spend 18 hours per week on self-studies and completing assessments.

ENTRY REQUIREMENT

To be eligible for this course, Learners must demonstrate that they have sound literacy and numeracy skills to a standard of at least Australian Year 12 school or Australian Certificate III, or an equivalent. Applicants will be required to complete an ACSF language, literacy and numeracy (LLN) assessment.

Learning (ACSF Level 5), reading (ACSF Level 5), writing (ACSF Level 5), oral communication (ACSF Level 5) and numeracy (ACSF Level 4) are desirable to participate in the course.

WORK PLACEMENT

There is no requirement for work placement.

EMPLOYMENT PATHWAYS

Employment outcomes resulting from the completion of this course may include the following roles:

- Health and Welfare service Manager
- Community / Welfare Center Manager
- Project manager
- Coordinator (large organisation)
- Manager (small agency/service)

COURSE STRUCTURE

To be awarded the qualification of CHC62015 Advanced Diploma of Community Sector Management, learners must successfully complete a total of Thirteen (13) units of competency, consisting of:

- Eight (8) Core Units, and;
- Five (5) Elective Units,

All electives chosen must contribute to a valid, industry-supported vocational outcome.

ASSESSMENT METHOD

Methods of assessment may include

- Unit Knowledge Task (UKT)
- Unit Skills Test (UST)
- Unit Project (UP)

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STUDY REQUIREMENTS

The learner is required to achieve competency in Thirteen (13) units in order to complete the course and be awarded this qualification.

RECOGNITION OF PRIOR LEARNING (RPL)

In some cases, prior learning and experience can be used as evidence of your current skills and abilities. Information about how to apply can be sourced by contacting our office on (03) 8714 1222.

CREDIT TRANSFER

Credit transfer applies to situations where learners have completed units at another provider identical to those in which they plan to enrol. Credit will be granted in accordance with the Credit Transfer procedure. To apply for credit transfer please complete the credit transfer application form available from head office and attach copies of verified documents to support the application. A reduction in tuition fees will be applied if Credit Transfer is granted.

FEE

Full Fee: *Tuition Fee: \$6500

Government Funding: **Tuition Fee: \$0

REASONABLE ADJUSTMENT & SUPPORT SERVICES

Australian College of Professional Studies has policies that include reasonable adjustment and access and equity principles. Reasonable adjustment will be provided for participants with special learning needs (such as a disability or learning difficulty) according to the nature of the learning need. Evidence collection can be adjusted to suit individual learner needs if required and will be endorsed by the Children Services Coordinator and learner.

Reasonable adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment.

Our experienced trainers can provide individualised support during class time, via email, telephone or face-to-face appointments.

**The student tuition fees as published are subject to change given individual circumstances at enrolment*

***Government Funding is available for Eligible individuals. This training is delivered with Victorian and Commonwealth funding. Please contact (03) 87141222 for more information.*

Please refer to student handbook for more information regarding refund policy and complaints and appeal policy.

CORE UNITS

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

ELECTIVE UNITS

CHCCCS007	Develop and implement service programs
CHCCOM003	Develop workplace communication strategies
CHCCSM004	Coordinate complex case requirements
CHCCSM006	Provide case management supervision
CHCMGT005	Facilitate workplace debriefing and support processes



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