


CHC62015 – Advanced Diploma of Community Sector Management Workshop Delivery

Course Outline

Accreditation	<p>TRY Learning is a registered training organization (RTO Number 21053) under the Australian Skills Quality Authority.</p> <p>This training program is nationally accredited and recognized at Advanced Diploma standard (level 6) under the Australian Qualification Framework.</p>	
Delivery Mode	Training will be delivered face to face in one compulsory workshop of 7 hours per month.	
Course Duration	This training program will normally be delivered over 13 months to clients experienced in Community Services.	
Course Structure	Students are required to complete 8 core and 5 elective units as listed on the next page.	
Pre-requisites	<p>There are no formal entry requirements for enrolment into this course. However, students that are not employed in Community Services at the time of the course are recommended to volunteer in a Community Service organization throughout the length of the course in order to enable themselves to access the service's policies, procedures, quality framework, improvement plans and other information needed to complete their assessment tasks.</p> <p>The following conditions must be met before being accepted for admission into this course.</p> <ul style="list-style-type: none"> - Students must be Australian Citizen/permanent residents. - Students must be able to speak, read and write English. This will be assessed through a LLN assessment. Assessors will make a judgement based on the Australian Core Skills Framework to assess if a student can be accepted for enrolment and if any support strategies are to be adopted. The following levels of LLN are required at Diploma level : Learning – level 4; Reading – level 4; Writing – level 4; Oral communication – level 4; Numeracy – level 4. - A Pre Training Interview/Review will also be conducted to ensure that the course is suited to their ambitions, career objectives and aspirations - Students must hold a community services related qualification at diploma level or proven equivalent work experience for a span of 5 years (CV required). 	
Career Outcomes	Students who complete this course may apply for middle manager or manager position various areas of community services (age community services, family day care and/or early childhood education and care service, community/neighborhood house, home and community care, community sector support, migrant and multicultural services, volunteers, social inclusion, etc.)	
Units in this training program		
Best Practice in Community Services		
CHCLEG003	Manage legal and ethical compliance	Core
CHCMGT001	Develop, implement and review quality framework	Core

Staff Management		
CHCMGT003	<i>Lead the work team</i>	<i>Core</i>
TAEDEL404	<i>Mentor in the workplace</i>	<i>Elective</i>
BSBMGT605	<i>Provide leadership across the organisation</i>	<i>Elective</i>
CHCVOL003	<i>Recruit induct and support volunteers</i>	<i>Elective</i>
Collect and Manage Information		
BSBINM601	<i>Manage knowledge and information</i>	<i>Elective</i>
BSBHRM512	<i>Develop and manage performance management processes</i>	<i>Elective</i>
Improve your Service Delivery		
BSBINN601	<i>Lead and manage organizational change</i>	<i>Core</i>
BSBMGT608	<i>Manage innovation and continuous improvement</i>	<i>Core</i>
CHCDIV003	<i>Manage and promote diversity</i>	<i>Core</i>
Financial Planning and Growth		
BSBFIM601	<i>Manage finance</i>	<i>Core</i>
BSBR501	<i>Manage risk</i>	<i>Core</i>
Training Arrangements	<p><i>Training will be delivered face-to-face over 13 months with one compulsory workshop of 7 hours per month. Every group will be provided with a time table that outlines, workshop dates, start and end dates for each cluster as well as a scheduled assessment tasks submission dates. Trainers will be provided with session plans and power point slides to guide the delivery of training sessions. Attendance is compulsory in all the training sessions. Students will be required to attend missed classes with other groups, when possible. Student may be required to pay for catchup classes if they missed a classes without a genuine reason (medical condition – medical certificate required). Students will be required to complete self-studies, undertake research activities and complete assessments/projects from home for about 8-12 hours per week. Students will be required to submit assessment tasks to their trainer/assessor as per timetable. Student learning support will be provided on weekly basis through phone calls and emails by their trainer. The trainer will provide feedback and further training and support as per student’s needs.</i></p> <p><i>Students will be inducted about their rights and obligations during an induction session prior to the commencement of any formal training.</i></p> <p><i>Maximum number of students in class is 25.</i></p>	
Additional Support	<p><i>In accordance with the Standards for RTOs 2015, at a minimum, support should include: Identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) learners would need to complete each course, and Developing strategies to make support available where gaps are identified.</i></p> <p><i>This may include, but not limited to providing:</i></p> <p><i>Language, Literacy & Numeracy (LLN) support</i></p> <p><i>Assistive technology</i></p> <p><i>Additional tutorials, and/or other mechanisms, such as assistance in using technology for research, reports, use of digital/electronic learning resources</i></p>	

Assessment Arrangements	<p>Assessment will be conducted by a qualified assessor who meets the requirements specified under the Standards for RTOs 2015. Assessment is structured throughout the course. Students will be provided with feedback where needed to improve their knowledge and skills. Assessments are conducted holistically, where similar units are clustered together. This approach provides an opportunity to the assessor to assess the students on different subjects/topics at the same time.</p> <p>A range of assessment methods are used to assess student's competency in the subjects;</p> <ul style="list-style-type: none"> - Written Activities - Research Report/Projects and Portfolio - Case Studies/scenarios <p><u>Credit Transfer</u></p> <p>If students have previously completed previously community service qualifications may be eligible for credit transfer for some units. Please provide us a copy of your previous qualification to determine if you are eligible for any credit.</p>
Placement Requirements	<p>Students are not required to complete work placement hours for this qualification. However, students need to have access to their current organisation's policies, procedures, quality framework and improvement plans and information that enable them to complete their assessments.</p> <p>Students that are not currently employed in community sector will need to arrange with their previous organization, access to policies, procedures, quality framework and improvement plans and information that enable them to complete their assessments.</p>
Costs	<p>This training is delivered with Victorian Government funding. Students who meet the eligibility requirements under the Skills First Program will only pay the enrolment fee of \$300. 80% reduction applies to Concession Card holders. Please contact our office on 03 8545 9500 to determine if you are eligible for a funded place.</p> <p>If you are not eligible for a funded place, you may want to undertake this training by paying full fee of \$7,700 plus enrolment fee. Please contact our office on 03 8545 9500 should you need further details.</p>
How to enroll	<p>Please contact our office on 03 8545 9500 or training@try.org.au to undertake and eligibility assessment and for enrolment process or to ask any question/ further information.</p> <p>TRY Learning encourages individuals with disabilities and culturally diverse background to access Government subsidized training.</p>
Contact Details	<p>TRY Learning</p> <p>Suite 3, Level 1, Building 2, 88 Ricketts Rd Mt Waverley VIC 3149</p> <p>Phone: 03 8545 9500 Email: training@try.org.au Web: trylearning.org.au</p>