



Advanced Diploma of **COMMUNITY SECTOR MANAGEMENT**

CHC62015

Managing in the community sector is a continual improvement challenge, both personally and professionally. This course will support you to build upon your theoretical understanding and practical strategies regarding leadership, legislation, compliance, risk and finance.



INFORMATION BROCHURE

Advanced Diploma of COMMUNITY SECTOR MANAGEMENT

CHC62015

SESSION DATES 2017/2018:

22nd June 2017
27th July
24th August
5th October
23rd November
8th February 2018
8th March
12th April
10th May

END DATE: 29th June 2018

TIME: 9:30AM – 4:30PM *Workshop Style Sessions*

COST: \$4000 - *Interest free payments available*

VENUE: Level 8, 138 Queen St, Campbelltown NSW

ENROLMENT: Potential students are to complete the enrolment form available from our website at www.mdsservices.com.au, email training2@mdsservices.com.au or phone (02) 4621 8400.

CAREER PATHWAYS:

This course may lead to potential career outcomes including:

- Coordinator (large organisation)
- Centre Manager (small agency/ service)
- Community Development Manager
- Program Manager
- Community Education Manager
- Project Manager
- Community Services Manager
- Volunteer Program Manager

PERIOD OF ENROLMENT:

Course runs for twelve months; Students need to attend all classroom sessions. MDS Training courses run only if there is sufficient demand.

ENTRY REQUIREMENTS:

To gain entry into the Advanced Diploma of Community Sector Management a candidate must:

1. Must be currently working within the community services sector and able to provide a letter of support from your current employer
2. Have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification. They must also be able to demonstrate a firm grasp of language, literacy, technical and other skills to pass the course (recommended successful completion of Year 12 or equivalent)



COMPETENCY UNITS:

CORE:

BSBRK501

Manage risk

CHCLEG003

Manage legal and ethical compliance

CHCMGT001

Develop, implement and review quality framework

CHCDIV003

Manage and promote diversity

BSBFIM601

Manage finances

BSBMGT608

Manage innovation and continuous improvement

BSBINN601

Lead and manage organisational change

CHCMGT003

Lead the work team

ELECTIVES:

CHCCSM004

Coordinate complex case requirements

CHCECE028

Collaborate with families to plan service supports

CHCMGT004

Secure and manage funding

BSBMGT605

Provide leadership across the organisation

BSBMGT617

Develop & implement a business plan

STUDY WORKLOAD:

7 hours (inclusive of ½ lunch) per session and additional work to be completed in their own time of approximately 10-12 hours per scheduled unit/session.

UNIQUE STUDENT IDENTIFIER (USI):

All students studying a nationally recognised qualification must have a USI before enrolling. If you do not already have a USI, go to www.usi.gov.au to create one.

COURSE MATERIALS:

All materials including study notes, activities, handouts and assessment tools are provided with no additional costs.

ASSESSMENT AND TRAINING:

All training is provided in the classroom in workshop format for each scheduled session. Assessment consists of different activities for each unit. Reasonable adjustment will be made to any assessment tools to accommodate individual need. Refer to the course outline for details of the assessment tools utilised for each unit or set of units.

CLIENT SUPPORT SERVICES:

MDS Training offers support to all their students. Support may be related to disability, literacy, language or other concerns or barriers. You can contact the following people for assistance; the facilitator of your training, the training coordinator or the Manager MDS Training. The contact details are on this document.

COMPLAINTS:

MDS Training has a procedure for anyone wanting to make a complaint. You can speak to your facilitator, the training coordinator or the Manager MDS Training. All complaints are recorded and outcomes are reported. MDS Training uses complaints as part of its continuous improvement process. Forms for complaint are available from the website or you can receive one by mail or email. If you experience difficulties filling in the form contact the Manager MDS Training for assistance. This form is also provided on enrolment.

APPEALS:

MDS Training has a procedure for students who want to appeal any decisions affecting their outcomes. This could include competency, recognition of prior learning, extensions or removal from a

course. The form is available from the manager and assistance to complete the form can be provided. The form can also be emailed or posted to you, it is also available on the website. This form is also provided on enrolment.

RECOGNITION OF PRIOR LEARNING:

Students may be able to demonstrate their competence in some units; as such recognition of prior learning is available. This is to acknowledge the skills and knowledge gained through previous training events along with life and work experience.

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.



*We care about our students and their development and education.
We will support all our students throughout their course of study.*

Vanessa Vale, Manager



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MDS Training

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