



The CHC62015 Advanced Diploma of Community Sector Management 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.

Example Job Roles

Program area manager, centre manager, community care manager, community development manager

FACE-TO-FACE SCHEDULE

This course is scheduled as:

- 52 weeks | 20 hours per week | 4 terms | 10 week terms (plus term breaks)

We recommend that learners set aside between 5–7 hours per week for homework, reading and assessment tasks.

For scheduled course dates please contact:
international@alanakaye.edu.au.

ENTRY REQUIREMENTS

- Students must be aged 18 years and above
- Evidence of acceptable English language test course as below:
 - International English Language Testing System (IELTS) 5.5
 - Test of English as a Foreign Language (TOEFL), internet based test 46
 - Cambridge English: Advanced (Certificate in Advanced English) 162
 - Pearson Test of English Academic 42

RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer, but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist students through the learning program.

RESOURCES REQUIRED

Students are required to have access to a computer (or use an Alana Kaye computer) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments through our online learning portal. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer and internet.

FLEXIBLE DELIVERY MODES

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team and in line with the packaging rules.

INVESTMENT

Course Fee	\$5,000.00
(this includes \$400.00 non-refundable enrolment fee)	
Recognition of Prior Learning	\$2,200.00

Students are responsible for the purchase of textbook/s relevant to this qualification. Payment plans are available.

Inclusions:

- Course learning and assessment material (excluding textbook/s)
- Coffee and tea
- Certification upon successful completion

PATHWAYS

After completion a student may choose to undertake a CHC52021 Diploma of Community Services or other specialised Diploma in their area of interest.

PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

UP-FRONT PAYMENT

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

COURSE OUTLINE

This qualification is made up of 13 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – units that you choose to be most suitable for your learning needs

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

Unit Code	Core Units	Face-to-Face	RPL	Distance/Online
CHCDIV003	Manage and promote diversity	✓	✓	✓
CHCLEG003	Manage legal and ethical compliance	✓	✓	✓
CHCMGT001	Develop, implement and review quality framework	✓	✓	✓
CHCMGT003	Lead the work team	✓	✓	✓
BSBFIN601	Manage finances	✓	✓	✓
BSBLDR601	Lead and manage organisational change	✓	✓	✓
BSBSTR601	Manage innovation and continuous improvement	✓	✓	✓
BSBRISK501	Manage risk	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance/Online
CHCCSM006	Provide case management supervision	✓	✓	✓
CHCMGT005	Facilitate workplace debriefing and support processes	✓	✓	✓
CHCPRP004	Promote and represent the service	✓	✓	✓
BSBLDR602	Provide leadership across the organisation	✓	✓	✓
CHCPOL002	Develop and implement policy	✓	✓	✓

Click on the **Enquire Now** button on our website to download an enrolment form or enrol online.
Please contact our office for further information about this course.