



The Advanced Diploma of Community Sector Management (CHC62015) 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.

**Relevant Job Roles:**

- Program area manager
- Centre manager
- Community care manager
- Community development manager

**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.

**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.

**FACE-TO-FACE SCHEDULE**

For course bookings, please contact our administration team.

**PATHWAYS**

On successful completion of this course, students may choose to progress a Higher Education Bachelor Degree.

**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.

**RESOURCES REQUIRED**

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

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

## INVESTMENT

**Course Fee** \$3,200.00  
(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

## 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 comprises 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	✓	✓	✓
BSBFIM601	Manage finances	✓	✓	✓
BSBINN601	Lead and manage organisational change	✓	✓	✓
BSBMGT608	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.