Advanced Diploma of Community Sector Management CHC62015

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

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

COURSE REQUIREMENTS
Successful completion of this course requires the completion of 13 units of competency of which 8 are core units (compulsory) and 5 are elective units.

COMPULSORY 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
BSBRSK501 Manage risk

ELECTIVES
Recognition First recommends the following elective units. 5 electives must be selected in consultation with Recognition First.

CHCCCS007 Develop and implement service programs
CHCCOM003 Develop workplace communication strategies
CHCECE027 Promote equity in access to service
CHCECE028 Collaborate with families to plan service and supports
CHCECE029 Respond to problems and complaints about the service
CHCPRP003 Reflect on and improve own professional practice
CHCPRP004 Promote and represent the service
BSBMGT605 Provide leadership across the organisation
BSBWH506 Implement WHS risk management

All electives chosen must support the overall integrity of the AQF level of this qualification and contribute to a valid, industry-supported vocational outcome.
ENTRY REQUIREMENTS

1. Recognition First believes training occurs best in a workplace, and our assessment program requires that students have regular access to the work environment. Therefore students must be employed, or work as a volunteer, in an occupation relevant to the qualification they intend to study. If you do not currently meet this requirement, you must contact the office to determine if our training program will meet your needs.

2. Due to industry regulations age limits may apply.

3. If you are interested in public funding arrangements it is a requirement that you are an Australian Citizen, Permanent Resident or on an approved visa pathway that leads to Permanent Residency (please contact the main office if you have any queries regarding Visa Pathways).

UNIT DESCRIPTIONS

CHCDIV003 Manage and promote diversity
This unit describes the skills and knowledge required to evaluate and promote diversity in the workplace, and to contribute to the planning of diversity policies and procedures. This may apply to internal work practices or external service delivery.

CHCLEG003 Manage legal and ethical compliance
This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities.

CHCMGT001 Develop, implement and review quality framework
This unit describes the skills and knowledge required to develop, implement and monitor a framework for ongoing quality service delivery that supports the rights and interests of clients.

CHCMGT003 Lead the work team
This unit describes the skills and knowledge required to undertake supervisory and coordinating activities in work groups in health and community service organisations.

BSBFIM601 Manage finances
This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

BSBINN601 Lead and manage organisational change
This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.
**BSBMGT608 Manage innovation and continuous improvement**
This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.

**BSBRSK501 Manage risk**
This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

**CHCCCS007 Develop and implement service programs**
This unit describes the skills and knowledge required to engage consumers, analyse service needs of particular groups and develop programs and services to meet those needs.

**CHCCOM003 Develop workplace communication strategies**
This unit describes the skills and knowledge required to develop communication protocols for a team or business unit.

**CHCECE027 Promote equity in access to service**
This unit describes the skills and knowledge required to actively promote a service and engage and enhance participation of underrepresented or equity groups.

**CHCECE028 Collaborate with families to plan service and supports**
This unit describes the skills and knowledge required to collaborate with families to plan and review the provision of care, education and additional supports as required.

**CHCECE029 Respond to problems and complaints about the service**
This unit describes the skills and knowledge required to effectively resolve grievances and complaints about the service.

**CHCPRP003 Reflect on and improve own professional practice**
This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

**CHCPRP004 Promote and represent the service**
This unit describes the skills and knowledge required to promote and represent the organisation to the community, including developing responses to negative publicity and perception.

**BSBMGT605 Provide leadership across the organisation**
This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.
**BSBWH603 Implement WHS risk management**

This unit describes the skills and knowledge required to implement work health and safety (WHS) risk management. It addresses the establishment, implementation, review and improvement of WHS risk management frameworks and processes.