Advanced Diploma of Community Sector Management CHC60312

This qualification covers workers who are responsible for coordination and management of smaller organisations, or of branches/departments of large organisations. These people work independently and report to executive management 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.

This qualification also applies to managers of program areas, projects or delivery of services in the community services industry, including managing community houses and volunteer services/programs. They may work in a range of sectors such as housing, children's services, alcohol and other drugs, mental health, community care, disability and aged care. It is expected that, in addition to management electives, relevant units applicable to these specific services would be selected as electives as appropriate, particularly for smaller organisations.

Occupational titles may include:

- Centre manager
- Coordinator (large organisation)
- Community care manager
- Manager (small agency/service)
- Community development manager
- Program area manager
- Community education manager
- Project manager
- Community services manager
- Volunteer program manager

COURSE REQUIREMENTS

Successful completion of this course requires the completion of 13 units of competency – five of which are core (compulsory) units, and eight of which are elective units.

COMPULSORY UNITS

BSBRSK501A Manage risk
CHCADMIN604B Manage the finances, accounts and resources of an organisation
CHCORG605B Manage human resources in a community sector organisation
CHCORG610B Manage change in a community sector organisation
HLTWHS501A Manage workplace WHS processes

ELECTIVE UNITS

Recognition First recommends six electives be chosen from the following units for this qualification:

BSBINM601A Manage knowledge and information
BSBMGT605B Provide leadership across the organisation
BSBMGT608C Manage innovation and continuous improvement
BSBMGT616A Develop and implement strategic plans
BSBSUS501A Develop workplace policy and procedures for sustainability
CHCCD619B Establish and maintain community, government and business partnerships
CHCCOM504B Develop, implement and promote effective workplace communication
CHCCS505B Provide supervision support to community sector workers
CHCCS604B Manage the delivery of quality services to clients
Electives may be chosen from our recommended list or from the general electives listed in the Training Package.

Where appropriate, to address workplace requirements, up to two units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on TGA or other public listing.

**ENTRY REQUIREMENTS**

1. To gain entry into CHC60312 Advanced Diploma of Community Sector Management candidates must:

   Hold a qualification at Diploma level or above relevant to work in the community sector

   OR

   Have sufficient relevant experience and knowledge of community work and/or community services to indicate likely success at this level of qualification in a job role involving:

   - The application of knowledge with depth in some areas and demonstration of a broad range of technical and other skills
   - A wide range of tasks and roles in a variety of contexts, with complexity in the range and choices of actions required
   - The exercise of discretionary judgement and decision making under general guidance.

2. 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.
3. Some students may be eligible for public funding in certain states or territories. To access funding, it is a requirement that you are an Australian Citizen or Permanent Resident.

Please contact the main office if you are interested in public funding arrangements or if you have any queries regarding entry requirements for this course.

**UNIT DESCRIPTIONS (core units)**

**BSBRSK501B Manage risk**
This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.

**CHCADMIN604B Manage the finances, accounts and resources of an organisation**
This unit describes the knowledge and skills required by workers to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements.

**CHCORG605B Manage human resources in a community sector organisation**
This unit describes the knowledge and skill required to undertake the management of people within an organisation.

**CHCORG610B Manage change in a community sector organisation**
This unit describes the knowledge and skills required to foster and implement constructive and beneficial change in a complex organisation.

**HLTWHS501A Manage workplace WHS processes**
This unit specifies the workplace performance required by an individual responsible for ongoing management of work health and safety (WHS) within an area of management responsibility where the WHS management processes have been set up by other persons, either internal or external to the organisation.

**CHCORG619D Manage quality of organisation’s service delivery outcomes**
This unit describes the knowledge and skills required to manage quality assurance processes as required to maintain quality service outcomes in line with organisation policy in the community services industry.