

## COURSE INFORMATION:

# CHC62015 ADVANCED DIPLOMA OF COMMUNITY SECTOR MANAGEMENT

Looking to position yourself as a leader in the early childhood sector? This course will provide you with the practical skills required to lead and manage an early childhood service.

### QUALIFICATION DESCRIPTION

This qualification 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. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

Please note that this course has been specifically tailored for early childhood professionals in consultation with the industry.

### COURSE SUMMARY

*Qualification:* CHC62015 Advanced Diploma of Community Sector Management

*Duration:* Typically 18 months to 2 years

*Entry requirements:* Applicants must meet the language, literacy and numeracy requirements for the qualification

*Delivery method:* Classroom in Toowoomba

*Course materials:* All course materials will be supplied.

*Course dates:* Flexible, start today

*Assessment:* Combination of assignments, research and on the job practical tasks

### COURSE REQUIREMENTS

To complete the Advanced Diploma you will study a total of 13 units, consisting of 8 core units and 5 elective units.

In 2017, these units are available via classroom mode from our Toowoomba training centre (see over the page for full details of units and dates).

If you are not working in the industry, you'll need to undertake a workplace practicum of up to 240 hours. You will also be required to hold a positive notice blue card to work or volunteer in Queensland's early childhood industry.

### FEES AND PAYMENT

The course fee for the Advanced Diploma is \$195 per unit\*, plus a \$100 enrolment fee.

At the Kath Dickson Institute, we offer a 'pay as you study' system. This allows you to spread payment of course fees over the duration of your study (interest free, minimum of \$20 per fortnight). Contact us for full terms and conditions.

Students are entitled to a cooling off period of 1 week (7 calendar days). During this period you are entitled to withdraw from study without penalty (excludes non-refundable enrolment fee).

\* Information correct at February 2017.

## WHAT WILL I STUDY?

The Advanced Diploma of Community Sector Management is offered in classroom mode in 2017. The following classes will be held at the Kath Dickson Institute's training rooms at 2 Lawrence Street, Toowoomba.

**Please note: this schedule was updated on 3 April 2017 and supersedes all previous versions.**

CLASS DATES 2017/2018	COMPETENCY CODE/NAME	HOURS/ UNIT	CORE/ ELECTIVE
Saturday 4 March 2017, 8am-4pm	<b>CHCLEG003 Manage legal and ethical compliance</b>	80	Core
Saturday 1 April 2017, 8am-4pm	<b>CHCMGT001 Develop, implement and review quality framework</b>	110	Core
Saturday 13 May 2017, 8am-4pm	<b>CHCMGT003 Lead the work team</b>	100	Core
Saturday 1 July 2017, 8am-4pm	<b>BSBFIM601 Manage finances</b>	80	Core
Saturday 5 August 2017, 8am-4pm	<b>BSBINN601 Lead and manage organisational change</b>	60	Core
Saturday 16 September 2017, 8am-4pm	<b>BSBMGT608 Manage innovation and continuous change</b>	70	Core
Saturday 28 October 2017, 8am-4pm	<b>BSBRISK501 Manage risk</b>	60	Core
Saturday 2 December 2017, 8am-4pm	<b>CHCDIV003 Manage and promote diversity</b>	80	Core
Saturday 3 February 2018, 8am-4pm	<b>CHCPOL002 Develop and implement policy</b>	90	Elective
Saturday 17 March 2018, 8am-4pm	<b>CHCPRP004 Promote and represent the service</b>	90	Elective
Saturday 28 April 2018, 8am-4pm	<b>BSBMGT605 Provide leadership across the organisation</b>	60	Elective
Saturday 9 June 2018, 8am-4pm	<b>CHCCCS007 Develop and implement service programs</b>	90	Elective
Saturday 21 July 2018, 8am-4pm	<b>BSBMGT616 Develop and implement strategic plans</b>	80	Elective

## GETTING STARTED

Enrolling is simple. Just give us a call on 07 4633 8400 and we'll guide you through the process. Students will start at the next scheduled class.

## WANT MORE INFORMATION?

Call us on 1300 336 345 or email [info@kdfc.com.au](mailto:info@kdfc.com.au) to speak to one of our trainers .

