CHC62015 Advanced Diploma of Community Sector Management

Qualification Overview
This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations who work independently and report to executive management, directors or boards of management. At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other workers, managing risk and contributing to continuous improvement.

What you will learn
The Institute specialises in professional education that promotes positive social, professional and personal relationships. The Institute’s multidisciplinary approach to Social Relations draws upon the disciplines of psychology, sociology and anthropology; examining from different angles, how people organise and make meaning of the worlds in which they live. We understand that leadership is a key ingredient of change. Enabling leaders to reflect upon and understand their social relations are core skills for effective human service managers. Underpinning these capacities is the openness to reflect on one’s own behaviour and motivations as well as seek to understand feelings, behaviours and motivations of others.

Our Advanced Diploma will draw from the notion of the learning organisation developed by Peter Senge (1990). Senge’s framework offers participants an approach to their personal learning and the learning of colleagues and staff that embraces limitations, problems and conflicts as learning opportunities. Our training will complement the learning organisation framework with the situational leadership model which assists leaders when determining what leadership behaviour is required.

The organisation learning framework combined with the situational leadership framework provide a simple but appropriate foundation for new, emerging and established leaders that genuinely supports leadership effectiveness. These models underpinned by the development of emotional intelligence offer an understanding of leadership that is effective, humble and able to inspire others.

Duration
The Institute recommends that this qualification be completed within 12 months of commencement.

Participation
This qualification is delivered via blended learning, combining face to face sessions with some online learning. Participants will be required to undertake self-directed learning outside of classroom delivery as well as work placement activities within an appropriate organisation or agency (where appropriate). Students will need to identify and negotiate any required work placement with an appropriate community service provider.

Entry Requirements
To ensure you get the very most out of your participation in this program we strongly recommend that you be working in a management position within a community services or similar organisation with responsibility for the work of others and accountability for outcomes within broad parameters.
To gain entry into the CHC60315 Advanced Diploma of Community Sector Management learning and assessment program you 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

Assessment Methods

- Work projects
- Assignments
- Workplace reports
- Participation and presentations

Employment Opportunities

Upon successful completion of this qualification, participants may be eligible to gain employment in a range of positions within the community services and mental health sectors, such as support workers and case workers who work autonomously under broad guidance.

Qualification Pathways

Participants may be eligible to undertake further qualifications at Diploma level

Cost

Full Fee: $6500 (which includes a $500 enrolment fee)

Location

The Australian Institute of Social Relations: 49a Orsmond Street, Hindmarsh SA 5007
Units

This qualification is made up of 13 units (8 core units and 5 elective units).

**Core Units:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit</th>
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<tbody>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBFIM601</td>
<td>Manage finances</td>
</tr>
<tr>
<td>CHCDIV003</td>
<td>Manage and promote diversity</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCMGT001</td>
<td>Develop, implement and review quality framework</td>
</tr>
<tr>
<td>CHCMGT003</td>
<td>Lead the work team</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
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<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
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**Elective Units:**

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<tr>
<th>Code</th>
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<tbody>
<tr>
<td>BSBMGT605</td>
<td>Provide leadership across the organisation</td>
</tr>
<tr>
<td>BSBLDR501</td>
<td>Develop and use emotional intelligence</td>
</tr>
<tr>
<td>BSBLDR801</td>
<td>Lead personal and strategic transformation</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Reflect and improve on own professional practice</td>
</tr>
<tr>
<td>BSBLDR805</td>
<td>Lead and influence change</td>
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Modules

1. **What is leadership?**
   - Leadership vs management
   - Characteristics/traits of good leaders
   - Roles and skills

2. **Sharing the vision**
   - Strategic thinking
   - Embracing diversity
   - Articulating ideas and purpose
   - Bringing people with you
   - Leadership behaviour

3. **The learning organisation**
   - Perspective coordination
   - Team dynamics
   - Constructive conflict
   - Organisational learning

4. **Using the right metrics**
   - Implementation science
   - Structure and frameworks
   - Measuring outcomes – Results Accountability

5. **Leading reform**
   - Managing not controlling change
   - Supporting change champions
   - Embedding change
   - Measuring results, celebrating achievements

6. **Manage finances**
   - Planning for financial management
   - Establishing, implementing and monitoring budgets and allocate funds
   - Reporting on finances
Delivery Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Duration</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>Module 1 – What is leadership</td>
<td>2 days</td>
<td>Fri 3 Feb and Sat 4 Feb 2017</td>
<td>9.30am-4.30pm</td>
</tr>
<tr>
<td>Module 2 – Sharing the vision</td>
<td>2 days</td>
<td>Fri 17 March and Sat 18 March 2017</td>
<td>9.30am-4.30pm</td>
</tr>
<tr>
<td>Module 3 – The learning organisation</td>
<td>2 days</td>
<td>Fri 28 April and Sat 29 April 2017</td>
<td>9.30am-4.30pm</td>
</tr>
<tr>
<td>Module 4 – Using the right metrics</td>
<td>2 days</td>
<td>Fri 26 May and Sat 27 May 2017</td>
<td>9.30am-4.30pm</td>
</tr>
<tr>
<td>Module 5 – Leading reform</td>
<td>2 days</td>
<td>Fri 23 June and Sat 24 June 2017</td>
<td>9.30am-4.30pm</td>
</tr>
<tr>
<td>Module 6 – Managing finances</td>
<td>2 days</td>
<td>Fri 21 July and Sat 22 July 2017</td>
<td>9.30am-4.30pm</td>
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Enrolments and Further Information

For further information, to enrol or for information about Recognition for Prior Learning, contact the Australian Institute of Social Relations:

Email: rto@rasa.org.au
Web: www.socialrelations.edu.au
Phone: (08) 8245 8100
Fax: (08) 8346 7333