



CHC62015

**ADVANCED DIPLOMA OF
COMMUNITY SECTOR
MANAGEMENT**



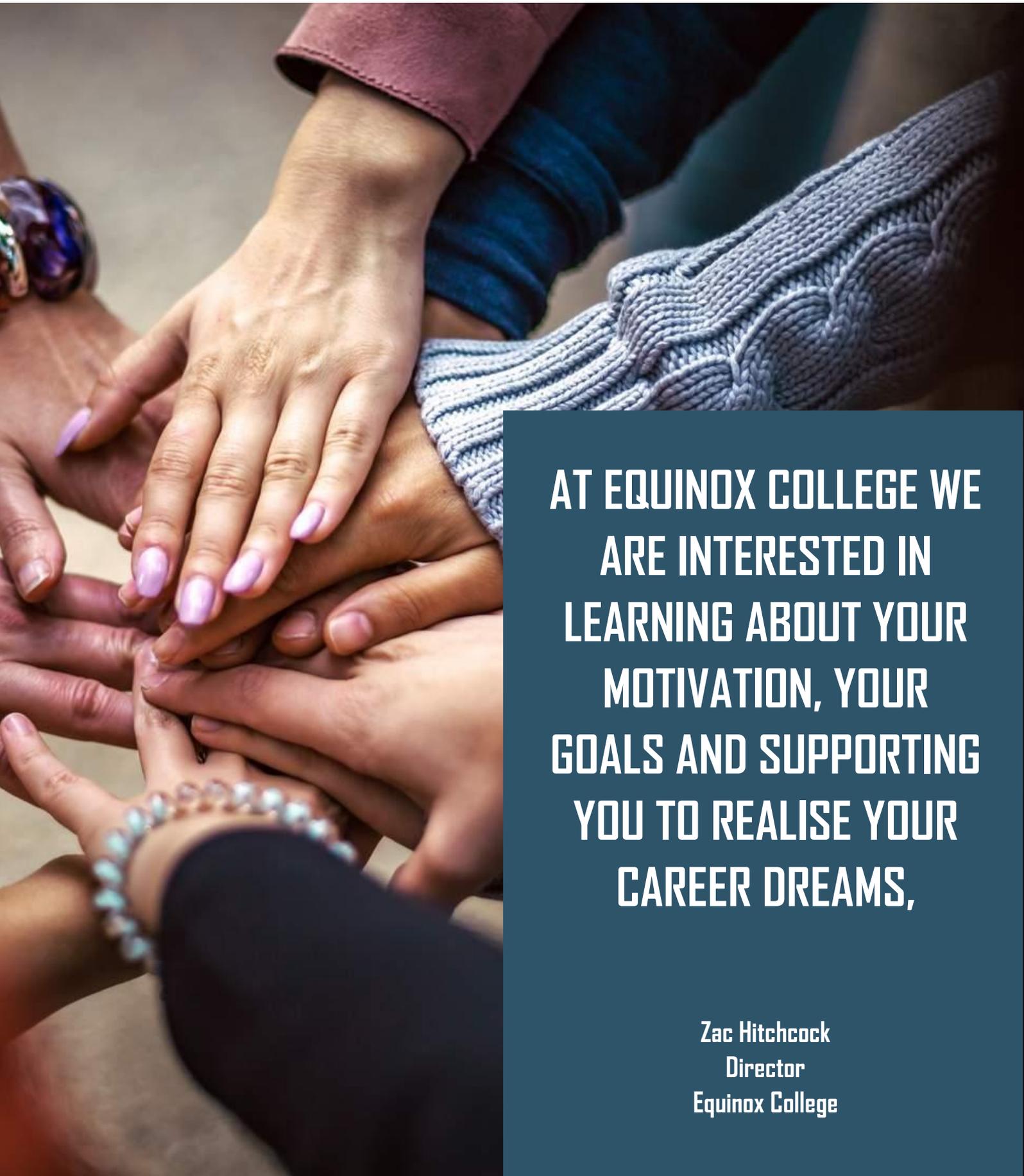
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www.equinoxcollege.com.au



**AT EQUINOX COLLEGE WE
ARE INTERESTED IN
LEARNING ABOUT YOUR
MOTIVATION, YOUR
GOALS AND SUPPORTING
YOU TO REALISE YOUR
CAREER DREAMS,**

**Zac Hitchcock
Director
Equinox College**

ABOUT THIS QUALIFICATION

ENTRY REQUIREMENTS

Ideally, you would have obtained a Certificate IV or Diploma in a community services based qualification previously, (however, this is not mandatory)

On enrolment you will be required to provide/complete:

- Colour copy of your Driver's Licence or other photo ID
- Unique Student Identification Number (USI) If you do not hold a USI Number or have forgotten your USI Number, please visit the link provided below: <https://www.usi.gov.au/students/create-usi>
- Achieve a level of language, literacy and numeracy appropriate for a Certificate IV course via our Language, Literacy and Numeracy Skills Indicator
- Evidence of current employment in a community services environment

The qualification CHC62015 Advanced Diploma of Community Sector Management 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.

OUR PROGRAM

COURSE DELIVERY



This program is available via Recognised Prior Learning (RPL) assessment pathway only.

This guide should be read in conjunction with our RPL Guide.

CAREER OUTCOMES

COMMUNITY SERVICES ORGANISATION OWNER

Owning and managing a community services organisation can be a fulfilling and challenging career. You will have responsibility for compliance, human resources, operations and the welfare of staff and clients

COMMUNITY SERVICES MANAGER

A Community Services Manager in oversees service delivery, ensures compliance with standards, leads teams, engages with participants for plan development, liaises with stakeholders, and manages budgets.

AREAS OF EMPLOYMENT

GOVERNMENT AGENCIES

Working in local, state, or federal government departments that focus on disability services and policy implementation.

PRIVATE DISABILITY SERVICES

Roles in private companies that specialize in disability services, or in firms as part of their diversity and inclusion initiatives.

VOCATIONAL EDUCATION

Provide training and assessment services to those wishing to enter the sector

CONSULTANCY AND ADVISORY ROLES

Providing expert advice and consultancy services in the field of disability services management.

WHAT YOU WILL STUDY

FURTHER LEARNING PATHWAYS

This qualification may be a good introductory qualification for people looking to move into further training, such as:

- Bachelor of Community Services
- Bachelor of Business

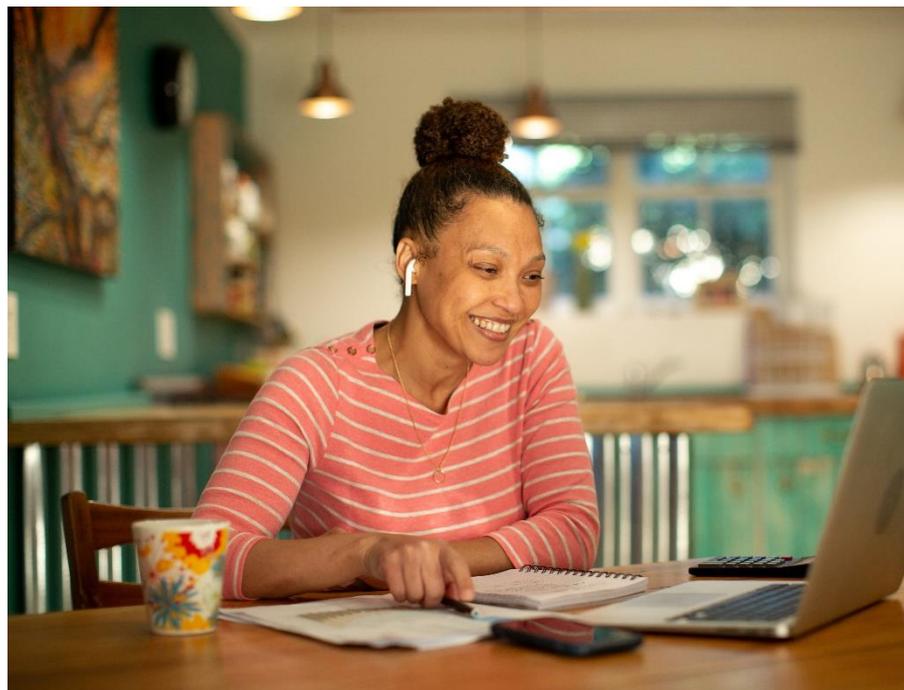
At Equinox College, on completion of your studies, you will receive a nationally accredited qualification in:

CHC62015 Advanced Diploma of Community Sector Management

There are 13 units of competency to complete:

- 8 core units
- 5 elective units,

We have chosen five (5) elective units which may which serve as assisting with the decision of career pathway or further study opportunities. Speak to our Course Advisor for more information.



UNITS IN THIS QUALIFICATION

CORE 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

ELECTIVE UNITS

CHCCCS007	DEVELOP AND IMPLEMENT SERVICE PROGRAMS
CHCCCD012	WORK WITHIN ORGANISATION AND GOVERNMENT STRUCTURES TO ENABLE COMMUNITY DEVELOPMENT OUTCOMES
CHCCDE013	ESTABLISH AND DEVELOP COMMUNITY ORGANISATIONS OR SOCIAL ENTERPRISE
CHCCOM003	DEVELOP WORKPLACE COMMUNICATION STRATEGIES
CHCPRP003	REFLECT ON AND IMPROVE OWN PROFESSIONAL PRACTICE

IT REQUIREMENTS

YOU WILL NEED ACCESS TO: [AT MINIMUM]

- Basic computer skills
- Knowledge of common computing terms and word processing
- Proficiency with web browser software including navigating the internet
- Sending/receiving emails with attachments
- Meet technology requirements

TECHNOLOGY REQUIREMENTS

Operating system

- Recommended: Windows 10, MacOS Big Sur, iPad OS 14

Internet speed

- Use a broadband connection through USB wireless modem, ADSL2+, T1/T2, fibre optic or cable with the speed:
 - Viewing lecture recordings or conferencing - at least 5MB/sec
 - Viewing images and webpages - at least 2MB/sec

Internet browsers

- Compatible browsers include:
- Google Chrome 8x or later (recommended for optimal compatibility, this has been thoroughly tested on Windows)
- Safari 14 or later (recommended for optimal compatibility, this has been thoroughly tested on Mac)

Note that add-ons and toolbars can affect any browser's performance.

If you have any difficulty accessing Equinox College Moodle, check that you are using one of the supported browsers above before you contact external support.

Settings

- We recommend that the following be enabled:
 - Cookies
 - Popups (in both internet browser and security software)
 - JavaScript

Resource viewing

- We recommend that you use the latest version of Adobe Acrobat Reader.
 - To view all the resources uploaded to Moodle, you will probably need to have Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office, Viewer) installed.

Security

- With all firewalls, ensure that you enable uploading of files.



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