

CHC62015

# Advanced Diploma of Community Sector Management Course Overview

## Advanced Diploma of Community Sector Management

Early childhood education and care services are complex and require strong and current leadership skills. While experience and minimum qualifications are helpful, the Advanced Diploma of Community Sector Management can provide additional leadership learning which supports the complexity of leading and managing high quality services.

### Entry Requirements

Learners should hold a Diploma or Degree level qualification. Learners undertaking this qualification through Gowrie SA would usually be existing workers within the education and care sector, OR have access to an education and care setting to enable application of theory into practice throughout the course.

Potential learners will be required to successfully complete the language, literacy and numeracy (LLN) and enrolment requirements for this course.

### Career Pathways

Career pathways include group/team coordinator/leader, authorised supervisor (children's services), centre manager (children's services), children's services director/manager/coordinator.

Gowrie SA supports learners with a disability to access this course. Gowrie SA also encourages Aboriginal and Torres Strait Islander learners to apply.

### Recognition of Prior Learning

In recognition of current experience, learners can apply for Recognition of Prior Learning (RPL) and Credit Transfers. An individual learning plan will be developed for each learner identifying RPL and Credit Transfer options and gap training required.

## Course Fees

The full course cost is \$4000 plus a non-refundable \$100 administration/enrolment fee. If you choose to make payments through a payment plan, there may be additional administration costs.

- There are no costs for Credit Transfers.
- RPL costs will be on a per unit basis.
- Please note there is no charge to go on the waiting list for this qualification.
- If you enrol and withdraw from the course prior to the start date, or within two weeks after the start date, you will forfeit the initial enrolment fee and unit fees for any online courses you have accessed (up to \$450.00).
- Any and all payments will be required in advance. Refunds will only be given in exceptional circumstances.

For further information on **course fees** contact Gowrie SA on **(08) 8234 5219**.

## Study Skills Support

All Gowrie SA learners undertaking qualifications have access to one free Study Skills session which is additional to the course. This is offered as a 3 hour workshop or webinar. Dates are scheduled throughout the year and learners can choose a date that suits them. This session is not compulsory, however it aims to support learners in undertaking research, writing assignments and completing assessments.

## Course Structure

The Gowrie SA Advanced Diploma of Community Sector Management (CHC62015) qualification is delivered over a period of 12 months. This program is delivered with a combination of online units and tasks, written assessments and project work and a requirement to attend face-to-face sessions. This course has been designed to support learning and workshops are offered in face-to-face classes. In addition, learners will complete online assessments, online modules, practical assessments, written assignments and project work. Employers who have a number of learners undertaking this qualification will be supported to develop study groups and peer networks to enhance and share learning and development.



To gain **Advanced Diploma of Community Sector Management**, learners are required to complete **13 units of competency** (8 core units and 5 elective units) as follows:

### Core Units:

UNIT CODE	UNIT TITLE
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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
BSBRISK501	Manage risk

### Elective Units (chosen by Gowrie SA):

UNIT CODE	UNIT TITLE
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BSBMGT605	Lead and develop others in a community sector workplace
BSBMGT502	Manage people performance
BSBMGT401	Show leadership in the workplace
TAEDEL404	Mentor in the workplace
CHCPOL003	Research and apply evidence to practice

### Delivery Methods

Gowrie SA has arranged learning and assessment activities in a holistic way, bringing together a number of units into clusters that reflect real sector outcomes and processes. As most learners will be working within an education and care environment during the course, the assessments and activities have been designed to support practice. A significant aspect of this qualification is implementing concepts explored within a workplace.

### Assessment

Some assessments will be conducted during the workshops, through practical work application, projects, written assessments and online learning, or any combination of these.

Learners need to submit their completed assessment tasks to their facilitator for assessing. Support will be provided to learners at the workshops, and via phone and email throughout the course.

### Course Materials

For each unit participants are provided with comprehensive assessment workbooks and projects, including online tasks, as well as reference materials. In order to consider issues of environmental sustainability, these resources will not be available as printed copies, although learners may choose to print these at their own expense.

## Upcoming Course Dates and Enrolment

### Commencing Term 2, 2017

Module and trainer	Part	Date	Time
<b>Leading and Managing Change</b> Cathy Cameron	Part 1 Part 2	Friday, 12 May 2017 Saturday, 13 May 2017	9.30am - 4pm 9.30am - 4pm
<b>Taking Charge of the NQF</b> Cathy Cameron	Part 1 Part 2	Friday, 9 June 2017 Saturday, 10 June 2017	9.30am - 4pm 9.30am - 4pm
<b>Educational Leadership</b> Cathy Cameron	Part 1 Part 2	Friday, 7 July 2017 Saturday, 5 August 2017	9.30am - 4pm 9.30am - 4pm
<b>Leading Professional Learning</b> Cathy Cameron	Part 1	Friday, 1 September 2017	9.30am - 4pm
<b>Working with People (HR)</b> Cathy Cameron	Part 1 Part 2	Saturday 30 September 2017 Friday 27 October 2017	9.30am - 4pm 9.30am - 4pm
<b>Professionalism</b> Cathy Cameron	Part 1	Saturday, 25 November 2017	9.30am - 4pm
<b>End of year break</b>			
<b>Leading Inclusion</b> Cathy Cameron	Part 1 Part 2	Friday, 19 January 2018 Saturday, 17 February 2018	9.30am - 4pm 9.30am - 4pm
<b>Action Research Project</b> Cathy Cameron	Part 1	Friday, 16 March 2018	9.30am - 4pm

<b>Managing Risk for the NQF</b> Rachel Lovell	Study session	Saturday, 22 July 2017	9.30am - 4.30pm
<b>Managing Finances for the NQF</b> Lynne Rutherford	Study session	Saturday, 3 February 2018	9.30am - 4pm

For details of upcoming courses and an enrolment pack contact Gowrie SA

**Phone (08) 8234 5219 | [train@gowriesa.org.au](mailto:train@gowriesa.org.au) | [www.gowriesa.org.au](http://www.gowriesa.org.au).**

### Benefits of studying with Gowrie SA:

- Access to a free Study Skills workshop to support learners with undertaking research, writing assignments and completing assessments
- Course focuses on leadership requirements under the National Quality Framework, Early Years Learning Framework and Framework for School Age Care
- Free access to Gowrie SA study centre with computers, resources, internet access and learner support services
- Regular workshops exploring core concepts such as risk, inclusion, change management, legal obligations
- Facilitators are experienced early childhood educators and leaders with current practical experience
- All course materials are provided.