



Australian Government

Department of Education, Employment and Workplace Relations

CHC60312 Advanced Diploma of Community Sector Management

Release: 1

CHC60312 Advanced Diploma of Community Sector Management

Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHC60308 Advanced Diploma of Community Sector Management	CHC60312 Advanced Diploma of Community Sector Management	upgrade core WHS units

Description

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

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

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

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

OR

2. 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.

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

13 units are required for award of this qualification including:

- 5 core units
- 8 elective units

A wide range of elective units is available, including:

- Group A electives of which one must be selected for this qualification
- Group B electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages
- Where appropriate, to address workplace requirements, up to 2 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

Core units

BSBR501A Manage risk

CHCAD604B Manage the finances, accounts and resources of an organisation

CHCOR605B Manage human resources in a community sector organisation

CHCOR610B Manage change in a community sector organisation

HLTW501A Manage workplace WHS processes

Group A electives - one unit must be selected for this qualification

One of the two units listed below must be selected for this qualification.

BSBMGT608C Manage innovation and continuous improvement

CHCOR619D Manage quality of organisation's service delivery outcomes

The importance of culturally aware and respectful practice

All workers undertaking work in the community sector need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Community Services Training Package.

Group B electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people**Other relevant electives**

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
CHCORG529B Provide coaching and motivation
CHCORG607D Manage workplace issues
CHCORG611C Lead and develop others in a community sector workplace
CHCORG613D Manage organisation's strategic and business planning
CHCORG614C Manage a community sector organisation
CHCORG615D Promote the organisation
CHCORG619D Manage quality of organisation's service delivery outcomes
CHCORG620D Promote and represent the service
CHCORG624E Provide leadership in community services delivery
CHCPOL504B Develop and implement policy
CHCPOL701B Use research evidence to advance policy and practice
CPPDSM5010A Determine needs of customer populations in the property industry
CPPDSM5029A Manage client relationships and networks in the property industry
CPPDSM5034A Monitor performance of property or facility portfolio
PSPMNGT605B Manage diversity

Volunteer management

CHCCOM504B Develop, implement and promote effective workplace communication
CHCCS502C Maintain legal and ethical work practices
CHCINF604D Manage the organisation's information systems
CHCORG525D Recruit and coordinate volunteers
CHCORG613D Manage organisation's strategic and business planning
CHCPOL606B Coordinate policy development
PSPMNGT605B Manage diversity
SISCCRD302A Recruit and manage volunteers

Project management

BSBPMG501A Manage application of project integrative processes
BSBPMG502A Manage project scope
BSBPMG504A Manage project costs
BSBPMG509A Manage project procurement
CHCORG627B Provide mentoring support to colleagues

Social housing issues

CHCCH621A Evaluate social housing organisation against registration standards
CPPDSM5002A Advise on property investment strategy

CPPDSM5004A Assess viability of regeneration options in the property industry
CPPDSM5016A Develop strata/community management agreement
CPPDSM5017A Dispose of property
CPPDSM5019A Identify and secure a property opportunity
CPPDSM5021A Implement asset maintenance strategy
CPPDSM5022A Implement asset management plan
CPPDSM5025A Maintain public relations in the property industry
CPPDSM5026A Manage a consultant property project team
CPPDSM5034A Monitor performance of property or facility portfolio
CPPDSM6002A Conduct a property investment feasibility study