

# Double Diploma of Community Leadership & Management

## ABOUT THIS COURSE

This course is made up of TWO diplomas! On successful completion of the course you could receive the CHC52015 Diploma of Community Services and BSB51918 Diploma of Leadership and Management qualifications.

These nationally recognised qualifications reflect the role of workers who apply knowledge, practical skills and experience in leadership and management across a range of community service environments. Whether you are employed in Youth Work, Disabilities, Aged Care, Mental Health, Domestic Violence or Pastoral care these qualifications are relevant to you.

Successful completion of the Double Diploma can lead to a range of potential career opportunities such as Community Services Worker, Program Coordinator, Team Leader, Case Coordinator and Business Manager.

In order to meet the requirements of the units of competency you **must** be either currently working or volunteering on regular basis within the sector.

## WHAT YOU'LL LEARN

Students undertaking this course will learn a range of skills associated becoming and innovative community leader and manager. This qualification includes:

- The sector overview
- Operational Plans
- Legal Frameworks
- Managing people performance
- WHS & Self care
- Creating and Managing Policies
- Communication
- Managing Meetings

## DELIVERY OVERVIEW

Train4Life use a blended delivery approach combining trainer led classroom based delivery and self paced learning (We recommend 6-8 hours per week). As this course has a lot of group work it is imperative that you attend all the classes.

### Classes run from 9:00am to 3:00pm

Students are required to attend all 7 face-to-face classes on the below listed dates. All classes are held at the Train4Life offices located at the Florey Shops.

The classes have scheduled in order to meet the assessment workload.

<b>Class</b>	<b>Date</b>
The Sector	12/03/2019
Legal structures	09/04/2019
WHS	14/05/2019
Communication	04/06/2019
Communication Activities	2/07/2019
Performance management	30/07/2019
Wrap up	13/08/2019

Classes are where the quality learning and networking takes place. Our trainer facilitates in-depth discussions on current practices, industry issues and future industry trends.

In the case of an absence a catch up class will be required. If students miss class and a suitable catch up is available with another group we will invite you to attend, otherwise we will call you in for a small group or individual catch up session. Students cannot receive their full qualification until all assessment requirements are met.

**Expected duration:** The program is designed to be completed over a 12-month period. Train4Life is able to support participants that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

## ASSESSMENTS

Outside of classroom assessment and participation this course contains a number of group projects and written assessments. The written assessments are completed through the online assessment portal Cloud Assess. Therefore all students will require access to a computer and the Internet to complete online assessments.

**Group Projects:** There will be a number of group projects that must be completed. You will be expected to meet up with your group outside of class hours. Group

assessments make up the majority of the marks towards achieving the qualifications.

**Online Assessments:** The majority of online assessments contain the following content:

**Information:** This page provides information about assessment structure, feedback and due dates.

**Quizzes:** These are provided as fun interactive learning self-reflection learning tools

**Question and Answer:** A mixture of multiple choice, short answer and case studies.

**Finalise Submission:** Students agree to the Terms and Conditions of submitting their assessment work.

**Online Resources:** The majority of online resources contain the following content:

**Learner Guides:** These are provided as additional reading to support students. Learner guides do not provide all the answers to questions and students may have to undertake self guided research.

**Videos:** These are provided as an additional learning tool for those who prefer a sound bite.

Following each class a set of assessments is released to students. It is expected that these assessments will be completed in time for the next class and before the next set of assessments are released. It is recommended that students dedicate 6 - 8 hours per week to concentrate on assessment work.

## RECOGNITION OF PRIOR LEARNING

Train4Life recognises that knowledge, skills and competencies can be gained in a variety of ways including formal education, training, workplace experience or general life experience.

Recognition is the process through which students can gain entry to, or credit in, nationally recognised qualification courses based on competencies gained through formal, non-formal and informal learning. This may reduce the amount of assessments required.

Students applying for RPL are required to provide evidence to support their prior knowledge. Examples of evidence may include previously completed qualifications and/or statements of attainment, certificate of attendance for workshops/professional development sessions, workplace training records and position descriptions for relevant jobs.

Students are invited to apply for RPL at the initial interview.

## **COURSE FEES, PAYMENT OPTIONS AND FUNDING**

Since February of 2016 the Diploma of Community Services has featured on the ACT's Governments Skills Needs list and therefore attracts Skilled Capital funding. Skilled Capital is a training initiative funded by the ACT Government. Through the Skilled Capital initiative students who meet the eligibility criteria may access government-subsidised training. Students who are successful in gaining a funded position may also receive a payment of \$300 from the ACT government upon successful completion of the course.

The course fee for applicants who are eligible to receive Skilled Capital funding is \$2500.

Concession cardholders may receive a further reduction in course fees subject to approval from the ACT Government.

For further information regarding Skilled Capital funding, completion payments and eligibility please visit: <http://www.train4life.com.au/skilled-capital-funding/>

Students who are ineligible to access funding may undertake the course at the fee for service price of \$4900.

The course fees can be paid in full or through a fortnightly or monthly payment plans.

### **Summary of fees:**

Skilled Capital eligible	\$2500
Skilled Capital Concession	Subject to eligibility
Fee for Service	\$4900

### **NEXT STEPS**

Once you have registered your interest in this course, our staff will use the information provided in your application form to assess eligibility to access government funding, students will be then invited to attend an interview. It is at this interview suitability for the training program, Recognition of Prior Learning and payment options will be discussed.

If you have any questions please do not hesitate to contact the Train4Life Office (Monday – Thursday) on 6258 0008 or via the web chat on our website.

## UNITS OF COMPETENCY

### **CHC52015- Diploma of Community Services**

CHCPRP003	Reflect on and improve own professional practice
HLTWHS004	Manage work health and safety
CHCCOM003	Develop workplace communication strategies
CHCLEG003	Manage legal and ethical compliance
CHCDIV003	Manage and promote diversity
CHCMGT005	Facilitate workplace debriefing and support processes
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services
CHCCCS007	Develop and implement service programs
BSBMGT516	Facilitate continuous improvement
CHCPRP001	Develop and maintain networks and collaborative partnerships
CHCCDE012	Work within organisation and government structures to enable community development outcomes
CHCCDE008	Support community action
BSBWOR502	Lead and manage team effectiveness
CHCPRP004	Promote and represent the service
BSBLDR501	Develop and use emotional intelligence
BSBLDR504	Implement diversity in the workplace

### **BSB51915- Diploma of Leadership and Management**

BSBWOR502	Lead and manage team effectiveness
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBLDR503	Communicate with influence
BSBMGT502	Manage people performance
BSBLDR504	Implement diversity in the workplace
BSBMGT516	Facilitate continuous improvement
BSBMGT518	Develop organisation policy
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
CHCMGT005	Facilitate workplace debriefing and support processes

The CHC52015 Diploma of Community Services and BSB51915 Diploma of Leadership and Management have a combined 28 Units of Competency. There are 5 units that appear in each qualification. For these units of competency students will only be assessed once.