

### OVERVIEW

*Are you currently working in the community sector and thinking about advancing your career and want to get exciting, relevant and practical training?*

The Double Diploma of Community Leadership and Management could be the answer for YOU! This course is made up of TWO diplomas! Whether you are employed in Youth Work, Disabilities, Aged Care, Mental Health, Domestic Violence or Pastoral care these qualifications are relevant to you.



### COURSE ELIGIBILITY

To be eligible for a Skilled Capital funded position, the student must be an existing worker in the sector, an Australian citizen, permanent resident, or eligible visa holder, Live or work in the ACT, over 18 years of age and not enrolled in secondary school/college.

### COURSE COSTS

**Skilled Capital Eligible \$2,500**

**Fee-for-service \$4,900**

If you are interested in this wonderful opportunity please visit our website [www.train4life.com.au](http://www.train4life.com.au) and go to the enrolment page to register your interest and one of our team will be in contact to take you through the enrolment process.



### SKILLS AND KNOWLEDGE

After completing this course, you will have the skills, knowledge and confidence to:

- Manage staff effectively
- Manage legal frameworks
- Write and implement policies
- Communicate effectively with varied audiences
- Have those difficult conversations
- Set up and run a community services program

### Schedule

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

Class	Date
The Sector	12/03/2019
Legal structures	09/04/2019
WHS & Self Care	14/05/2019
Communication	04/06/2019
Communication	02/07/2019
Performance Management	30/07/2019
Continuous Improvement	13/08/2019

*This course a Skilled Capital funded Course. Skilled Capital is an ACT government training initiative, funded by the ACT and Australian Governments.*