

### 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 Youth work sector, an Australian citizen, permanent resident, or eligible visa holder, 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.

### DURATION

This course is made up of 7 classes spread over 7 months. Classes are on a Tuesday from 9:00 – 3:00.

First Class commences **12 March 2019**

As this course contains a lot of group work it is imperative that you attend the face-to-face classes.

### 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

### QUALIFICATION

This unique combination of qualifications has been designed to grow community leaders.

- CHC52015 Diploma of Community Services
- BSB51918 Diploma of Leadership and Management

Train4Life undertake this qualification using a unique system of narrative learning, using real life industry stories, addressing industry trends, and understanding and applying industry resources.



NATIONALLY RECOGNISED  
TRAINING

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

## DELIVERY OVERVIEW

Train4Life use a blended delivery approach combining trainer led classroom based delivery and self paced learning (We recommend 2-6 hours per week). Students are required to attend all 5 face-to-face classes on the below listed dates. All classes are held at the Train4Life offices located at the Florey Shops.

Class	Time	Date
The Sector	9:00am – 3:00pm	20/03/2019
Legal structures	9:00am – 3:00pm	17/04/2019
WHS & Self Care	9:00am – 3:00pm	22/05/2019
Communication	9:00am – 3:00pm	12/06/2019
Communication	9:00am – 3:00pm	10/07/2019
Performance Management	9:00am – 3:00pm	07/08/2019
Continuous Improvement	9:00am – 3:00pm	21/08/2019

## RECOGNITION

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. Therefore, Train4Life offers every student the opportunity to apply for recognition. When called into the initial interview students will be offered the opportunity to apply for recognition.

## RESUBMISSION AND EXTENSION FEES

Train4Life does not charge module resubmission or assessment extension fees for the first request, however, should subsequent resubmissions or extensions requests occur a fee of \$15 per module will apply.

## FEES AND REFUND

Train4Life is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials, student services and training and assessment services.

The following refund policy will apply:

- Learners, who give notice to cancel their enrolment 10 business days or more prior to the commencement of a program, will be entitled to a full refund of fees paid.
- Learners who give notice to cancel their enrolment 9 business days or less prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Train4Life is required to cover the costs of staff and resources which will have already been committed based on the learners initial intention to undertake the training.
- Learners who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees of any fees paid in advance. An exception to this policy is where Train4Life fails to fulfil its service agreement and fees are refunded under our guarantee to clients.

## UNITS OF COMPETENCY

The following units of competency are delivered as part of the CHC52015 Diploma of Community Services at Train4Life:

- 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
- CHCCS007 Develop and implement service programs
- BSBMGT516 Facilitate continuous improvements
- 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
- BSBMGT502 Manage people performance

## **UNITS OF COMPETENCY**

The following units of competency are delivered as part of the BSB51918 Diploma of Leadership & Management at Train4Life:

- BSBWOR502 Lead and manage team effectiveness
- BSBLDR511 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBLDR513 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
- HLTWHS006 Manage personal stressors in the work environment