This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors 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.

At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

**Duration**
Full time - 66 weeks

**Work Placement Hours**
400 Hours

**Mode of Study**
On Campus

**Further Study Pathways**
Completion of this course provides a pathway for further study into a relevant Bachelor Degree. Examples of relevant Bachelor Degrees:

- Bachelor of Community Services
- Bachelor of Social Science
- Bachelor of Community Welfare

**Employment Opportunities**
Graduates of this course will have employment opportunities in a range of community sector organisations e.g. aged care, early childhood services, disability services. Roles may include:

- Centre manager
- Community care manager
- Community services manager
- Program area manager
- Manager
- Coordinator

**Assessment**
Assessment is both formative and summative and may include a combination of Questioning, Project, Third Party Report, Scenario, Work Placement Activities, Portfolio and Report.

**Entry Requirements**
To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

- Successful completion of Year 12 or the equivalent level of study or mature aged entry
- Successful completion of SCEI’s Language, Literacy and Numeracy test OR successfully completed an accredited Language, Literacy and Numeracy test
- Applicants must be aged 18 or above

**Additional Requirements**
- National Police Record Check
- Working with Children Check

**Campus Available**
Melbourne, Adelaide

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**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>CHCDIV003</td>
<td>Manage and promote diversity</td>
</tr>
<tr>
<td>CHCLEG003</td>
<td>Manage legal and ethical compliance</td>
</tr>
<tr>
<td>CHCMGT001</td>
<td>Develop, implement and review quality framework</td>
</tr>
<tr>
<td>CHCMGT003</td>
<td>Lead the work team</td>
</tr>
<tr>
<td>BSBFIN601</td>
<td>Manage finances</td>
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<tr>
<td>BSBIN601</td>
<td>Lead and manage organisational change</td>
</tr>
<tr>
<td>BSBMGT168</td>
<td>Manage innovation and continuous improvement</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
</tr>
<tr>
<td>CHCPRP003</td>
<td>Research and apply evidence to practice</td>
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<tr>
<td>CHCPOL003</td>
<td>Reflect on and improve own professional practice</td>
</tr>
<tr>
<td>CHCMGT005</td>
<td>Facilitate workplace debriefing and support processes</td>
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<tr>
<td>CHCPOL002</td>
<td>Develop and implement policy</td>
</tr>
<tr>
<td>CHCPRP004</td>
<td>Promote and present the service</td>
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</tbody>
</table>

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This training is delivered with Victorian and Commonwealth Government funding for eligible participants.