



## **Advanced Diploma of Community Sector Management CHC60308**

This qualification is now available for enrolments. The qualification focuses on recognising skills linked to the management of organisations, people who are independent workers and undertake a range of functions requiring the application of knowledge and skills to achieve results in line with organisation's goals and strategic directions.

### What's involved?

This qualification focuses on identifying a candidate's existing knowledge and skills and mapping those to the units of competency (subjects). The candidates will be required to participate in certain steps in order to prove their competency to the assessor assigned to them. These include:

- Completing an Application Form and Self Assessment Booklet
- Compiling evidence into a Portfolio in consultation with the assessor

Please note: to enroll in this qualification candidates need to have completed a Diploma level or higher qualification. A certified copy of this qualification will need to be included with your enrolment form.

### There are a number of ways to get started:

1. Attend the Recognition Group Day on Tuesday 8<sup>th</sup> March, 9.30am to 4pm at Surry Hills. The focus of this day is to orientate potential candidates into the pathway, look at possible forms of evidence and how to present them to your assessor, assessment tasks, workplace and employer tasks and individual learning plans.
  - You do not need to be enrolled already in the qualification to attend this day, however you do need to book and pay for the day through Children's Services Central. Interested people can attend and then make a decision if they would like to enroll in the course.
  - If you choose to enroll in the qualification before the Group Day then you will be able to move quickly into the evidence gathering section of the pathway immediately after the day.
  - One of the benefits of attending the Group Day is that you can choose to work as a group towards the qualification, sharing ideas and strategies.
2. If you're unable to attend the Group Day then please feel free to download the recognition information on our website and read through to see if this qualification and pathway is appropriate for you. Please feel free to ring the Network office to discuss the course and its requirements.
3. If you are ready to enroll but cannot attend the Group Day then we will organise a separate orientation meeting for you to discuss the requirements of the pathway. Please note these individual orientation meetings generally take 1-2 hours.

## Frequently asked questions:

### **How long will the course take?**

- As the majority of the course rests on your individual knowledge and experience it is often hard to determine exact times however Network anticipates that most candidates should complete their evidence gathering and assessment mapping in 12-18 months.

### **Is there a set enrolment period?**

- There is no set enrolment period for this pathway however if you wish to participate in the Group Day on 8<sup>th</sup> March you will need to book with and pay Children's Services Central before that date. This payment is only for attendance at the workshop, separate payment will be made for the actual qualification.

### **What are the fees for this qualification?**

- The fees for the Advanced Diploma are \$2,500 members/\$3,125 non-members. Candidates can choose to pay this up front and receive a discount or make 4 equal payments throughout the course.

### **What does my workplace need to do?**

- You need to discuss the pathway and qualification with your employer before enrolling, even if they are not contributing to the fees. They will be required to complete short reports on your performance relating to the various clusters with the course. We may also require visiting your workplace during the course and speaking to the candidate and supervisor to gather further evidence.

### **Does the course require any training?**

- While this is nominally a recognition pathway there may be a requirement for "gap-training". This may occur when the assessor identifies a gap in the candidate's evidence, which is best, filled with learning. Please note that any gap training that is required is not covered in the cost of the qualification, it is the responsibility of the candidate or their workplace to pay for further training. The assessor will complete an Individual Plan document in consultation with the candidate outlining any training requirements.

### **Apart from an Evidence Portfolio what other work may be required?**

- Candidates may be required to complete certain assessment tasks. This will depend on the assessment decision your assessor makes and the mapping of your existing evidence to the units. An Individual Plan will also be completed if there is a requirement to answer assessment questions.

### **Any further questions?**

Please speak to Katherine at the Network office on (02) 9212 3244 or send an email to [katherine@netoosh.org.au](mailto:katherine@netoosh.org.au).

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