**DRAFT**

CHC620XX Advanced Diploma of Community Sector Management

**DRAFT**

# Modification History

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| Release | Comments |

# Qualification Description

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.

No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

# Packaging Rules

**DRAFT**

Total number of units = 13

* 8 core units
* 5 elective units, consisting of:
* at least 2 units from the electives listed below
* up to 3 units from any endorsed Training Package or accredited course – these units must be relevant to the work outcome

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

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| --- | --- |
| CHCDIV003 | Manage and promote diversity |
| CHCLEG003 | Manage legal and ethical compliance |
| CHCMGT001  | Develop, implement and review quality framework |
|  |  |
| BSBFIN601  | Manage organisational finances  |
| BSBLDR601  | Lead and manage organisational change |
| BSBSTR601 | Manage innovation and continuous improvement  |
| BSBOPS504 | Manage business risk |

Elective units

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| --- | --- |
| CHCADV004**DRAFT** | Represent organisation in court or tribunal |
| CHCADV005 | Provide systems advocacy services |
| CHCCCS007  | Develop and implement service programs |
| CHCCDE028 | Work within organisation and government structures to enable community development outcomes |
| CHCCDE029 | Establish and develop community organisations or social enterprise |
| CHCCOM003  | Develop workplace communication strategies |
| CHCCSM012  | Coordinate complex case requirements |
| CHCCSM014  | Provide case management supervision  |
| CHCDIV002  | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| CHCECE051  | Promote equity in access to the service |
| CHCECE052  |  Plan service and supports for children and families |
| CHCECE053  | Respond to grievences and complaints about the service |
| CHCFAM003 | Support people to improve relationships |
| CHCFAM009 | Facilitate family intervention strategies |
| CHCMGT002  | Manage partnership agreements with service providers |
| CHCMGT004 | Secure and manage funding  |
| CHCMGT005  | Facilitate workplace debriefing and support processes |
| CHCMGT006  | Coordinate client directed services  |
| CHCMGT007  | Work effectively with the Board of an organisation |
| CHCMHS010  | Implement recovery-oriented approaches to complexity |
| BSBSTR503  |  Develop organisational policy |
| BSBINS401 | Analyse and present research information |
| CHCPRP003 | Reflect on and improve own professional practice |
| CHCPRP004 | Promote and represent the service |
| CHCVOL003 | Recruit, induct and support volunteers |
| CHCVOL004 | Manage volunteer workforce development |
| BSBHRM521  |  Facilitate performance development processes |
| BSBHRM614 |  Contribute to strategic workforce planning  |
| BSBHRM531 | Coordinate health and wellness programs |
| BSBINS601 | Manage knowledge and information |
| BSBLDR602 | Provide leadership across the organisation |
| BSBSTR602 | Develop organisational strategies |
| BSBOPS601 | Develop and implement a business plans |
| BSBMKG542 **DRAFT** | Establish and monitor the marketing mix |
| BSBMKG623  | Develop, implement and monitor a marketing campaign  |
| BSBPMG540  | Manage project integration |
| BSBPMG530  |  Manage project scope |
| BSBSUS511 |  Develop workplace policies and procedures for sustainability |
| BSBWHS603  | Implement WHS risk management |
| FNSACC634  | Monitor corporate governance activities |
| PSPGEN125  | Support workplace coaching and mentoring |
| TAEDEL414 | Mentor in the workplace |

# Qualification Mapping Information

No equivalent qualification.

# Links

Companion volumes from the CS&HISC