



Dual Qualifications:

Advanced Diploma of Disability Work (CHC60108) & Advanced Diploma of Management (BSB60407)



Gain two qualifications in one course

Do you want to:

- Become an accomplished manager in a specialist service?
- Work intensively with clients with complex needs?
- Become a better manager?
- Increase your chances of attracting a promotion?

If you have answered yes to the above, Customised Training is able to offer you a Dual Advanced Diploma—two qualifications in one course!

Securing Jobs For Your Future - Skills for Victoria

Customised Training Pty Ltd has received approval to provide training to individuals and employers eligible for the Securing Jobs for the Future funding.

All training conducted through the Securing Jobs for your Future program is delivered with funding made available by the Government of Victoria.

For further information on this initiative and other funding options, please visit www.skills.vic.gov.au or contact our Government Funding Officer.

Course Overview

This program provides participants' with the skills and knowledge required to work at an advanced management level in the disability sector. It has been designed to further the leadership and management skills of those currently working within the industry who hold a position of responsibility and will provide a comprehensive look at the management role within the disability sector.

Benefits of undertaking Dual Qualifications:

With an increasingly competitive job market, nationally recognised qualifications may influence recruitment decisions by prospective employers and completing dual qualifications will provide participants with broader skills and knowledge and therefore better career options.

Course Delivery:

Dates:
21 Aug 2010 - 20 Aug 2011
Saturday's (every 3 weeks)

Time: 9.30am to 2.30pm

Please see over page for course timetable.

To ensure participants are provided with an optimal learning experience, classroom sizes are kept to a maximum of 15 students.

Participants will be required to complete written assessments for each unit. No exams required. Upon successful completion of this program, participants will be awarded a nationally recognised qualification, Advanced Diploma of Management (BSB60407) and Advanced Diploma of Disability Work (CHC60108).

Who Should Enrol:

- Australian citizens or permanent residents
- Existing workers in the disability sector
- Those who have not previously completed an Advanced Diploma or higher qualification in any discipline
- Those with a management position within the disability field.

Course Cost:

A compulsory student fee (set by Skills Victoria) per student contact hour is applicable.

The student fee for this course is \$1,380 is payable in 12 monthly instalments of \$115 or a discounted price of \$1250 if paid in full within 14 days of commencement.

Please ask about our payment plan options.

Location:

Butler's Training Services
Suite 2, 128 Yarra Street
Geelong

Melways Reference: 452 B5

Customised Training Pty Ltd actively encourages people of all abilities to enrol in our courses. Please contact our office to discuss your individual requirements.

NB: Customised Training reserves the right to change course dates or cancel course due to insufficient enrolments. Should this occur, enrolment fees will be reimbursed.

Like us on Facebook



What To Do Next:

If you have additional questions or would like to enrol in this course, please contact our head office on **1300 275 282** or via email at info@ctcs.com.au.

Customised Training Pty Ltd

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NATIONALLY RECOGNISED
TRAINING

Dual qualifications:
Advanced Diploma of Disability Work (CHC60108)
&
Advanced Diploma of Management (BSB60407)

To successfully gain the Advanced Diploma of Disability Work and Advanced Diploma of Management participants will need to complete 22 units of competency.

Class Times	9.30am to 2.30pm
Venue	Geelong
Trainer	Nicole Klapanis Ph : 0408 377 345 Email : nicole.klapanis@ctcs.com.au

Date	Unit Code	Unit Title
21.08.10	CHCNET503C	Develop new networks
	PSPGOV602A	Establish and maintain strategic networks
11.09.10	CHCCOM504A	Develop, implement and promote effective workplace communication
2.10.10	CHCORG428A	Reflect on and improve own professional practice
23.10.10	CHCORG611A	Lead and develop others in a community sector workplace
	BSBMGT605B	Provide leadership across the organisation
13.11.10	CHCORG607C	Manage workplace issues
4.12.10	CHCAD603A	Provide systems advocacy services
Midpoint Competency Check		
5.02.11	CHCORG610A	Manage change in a community sector organisation
	BSBINN601A	Manage organisational change
26.02.11	CHCINF604C	Manage the organisation's information systems
19.03.11	CHCCS604A	Manage the delivery of quality services to clients
	CHCORG619C	Manage quality of organisation's service delivery outcomes
9.04.11	CHCCS607D	Coordinate in-service assessment and response to address client needs
	CHCDIS511A	Coordinate services for people with disabilities
30.04.11	HLTOHS500A	Manage OHS processes
21.05.11	CHCADMIN604A	Manage the finances, accounts and resources of an organisation
	BSBFIM601A	Manage finances
18.06.11	BSBMGT608B	Manage innovation and continuous improvement
9.07.11	CHCORG608D	Establish and manage new programs or services
30.07.11	CHCORG620C	Promote and represent the service
20.08.11	BSBMGT616A	Develop and implement strategic plans
3.09.11	Last day for assessment submission	

Please note: This course schedule is subject to change