

CHC62015

# Advanced Diploma of Community Sector Management

Online Virtual Classroom | 5 - 9pm once a week | 12 months

Qualification status: Current | Release 2 | Released 08.12.2015



# PARTNERS TRAINING

RTO 21837

## 2026 Course Information Sheet

# Lead, Manage and Drive Positive Change in the Community Sector

This course is designed for those who want to develop the skills to lead teams, manage services and contribute to positive community outcomes, and is suitable for:

- ✓ Community services workers seeking to move into management or leadership roles;
- ✓ Team leaders, coordinators or supervisors wanting to strengthen skills in compliance, governance, quality and people leadership;
- ✓ Individuals with transferable experience from other industries wanting to transition into the community sector;
- ✓ People new to community services who are motivated to build strong, sector-specific leadership and management skills;

**Career Outcomes:** Employment opportunities exist in community organisations, not-for-profit agencies, advocacy services and government-funded programs across Australia, in a range of management and leadership roles such as: Community Services Manager – Program Area or Service Manager - Community Development Coordinator - Neighbourhood or Community Centre Manager - Program Coordinator - Team Leader or Supervisor - Volunteer Coordinator - Advocacy or Community Project Roles.

**Is This Course Right for Me?** This course will be a good fit if you want to lead people, services or programs in the community sector - are interested in ethical leadership, advocacy and social impact - enjoy planning, problem-solving and continuous improvement - want to develop skills in management, compliance and organisational change - are ready to take on greater responsibility and decision-making in your career.

**Further Study:** This qualification can provide you with a pathway to a relevant university degree such as Bachelor of Community Services, Bachelor of Social Science (Welfare) or Bachelor of Social Sciences. Some universities offer degree programs in a related field of study where students may be eligible for some credit upon completion of this qualification.

## 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 program or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre.

## Student Wellbeing Considerations

Some units in this course explore leadership, advocacy, ethical decision-making and workplace challenges within the community sector. You may engage with topics such as organisational change, staff wellbeing, professional reflection and how services support communities. While the content is designed to be thoughtful and engaging, some learners may find parts of the learning personally reflective. You're never on your own. Your Trainer, Training Coordinator and our Student Wellbeing Team are available to support you throughout your studies, whether that's academic guidance, study support or connecting you with additional services - so you can feel confident, supported and ready to succeed.

## Course entry requirements

You will need to meet the following eligibility criteria to be considered for enrolment at our organisation. Your supporting document/s must be submitted to us and approved, prior to attending the Course Information Session.

**You must be 21 years of age or older, and:**

- aspire to work in a middle management or management role within the community sector; and
  - meet **one** of these pathways explained below.
- 1. Qualification Pathway:** you hold, or are currently studying a Diploma-level qualification, and either:
    - have at least 2 years experience in community services or a relevant field (*resume required*); or
    - can provide a supporting letter from your employer in the community services sector or a relevant field (*letter required*).
  - 2. Experience Pathway:** you have at least 3 years experience working in community services or a relevant field (*resume required*).
  - 3. Employer Support Pathway:** you can provide a supporting letter from your current employer confirming your role and suitability for study. Your employer must operate within the community services sector or a relevant field (*letter required*).

Note: Applicants who do not fully meet the pathways above may still be considered for enrolment where they can demonstrate (a) Relevant transferable skills or experience from another industry; and/or (b) A clear capacity to meet the academic,

professional and leadership expectations of the qualification. In these cases, we first conduct a suitability assessment - which can include a review of the applicant's prior experience, qualifications attained and employment history.

- **Pre-Training Review:** this is completed prior to enrolment so that we can check that this course is suitable and appropriate for you and identify any skills or competencies you may already have. You'll complete a Language, Literacy, Numeracy and Digital (LLND) assessment as part of the PTR, so that we can understand if you have the capability to manage study at this level, and to identify any support you may need. This helps us to set you up for a successful learning experience.
- **Technology:** to access all course materials in Cloud Assess and to participate in live Zoom classes, you'll need a computer or laptop, Zoom (free), stable internet, a webcam, microphone and headphones/speakers.
- **Your Learning Environment:** to help you get the most out of every class, we encourage you to have a dedicated, quiet space where you can focus and participate fully without any distractions.

## Course delivery and Study mode

Learn in a supportive, **live online setting** that fits conveniently into your schedule. Units in this course run over approximately **12 months**, with Zoom classes **one evening a week from 5 - 9pm**.

You'll attend **43 classes** and **1 review session**, which is held at the end of the course. You'll be further supported during your studies by your Trainer and Training Coordinator, who are available via email, phone or Zoom. You can expect to devote around 15 hours per week to independent study outside of scheduled classes to complete research and assessments. Classes are not scheduled during Victorian school or Public holidays, so you'll have the opportunity to rest, recharge and stay motivated!

## Assessment requirements, Cloud Assess and Student Support

You'll learn and complete your coursework using **Cloud Assess**, our modern and easy-to-use online learning platform. With a Student Unit Guide and assessment tasks for every unit, you'll have everything you need to succeed at your fingertips. We'll assess you in engaging and practical ways with quizzes, real-world case studies, projects, role plays and presentations. To pass a unit, you need to achieve a Satisfactory (S) result in each assessment task for the unit. Assessment due dates are displayed in Cloud Assess and on your course timetable, so you'll always know what's coming up. Your Trainer, Training Coordinator and our Student Wellbeing Team are here to support you should you need academic guidance or external support. We're committed to helping you achieve your goals and thrive in your studies.

## Qualification specifics

To be awarded this qualification, you must successfully complete all units. There is no placement requirement.

	Unit code	Unit title	C/E	NHs
1.	BSBFIM601	Manage finances	C	80
2.	BSBINN601	Lead and manage organisational change	C	60
3.	BSBMGT608	Manage innovation and continuous improvement	C	70
4.	BSBRISK501	Manage risk	C	60
5.	CHCDIV003	Manage and promote diversity	C	80
6.	CHCLEG003	Manage legal and ethical compliance	C	80
7.	CHCMGT001	Develop, implement and review quality framework	C	110
8.	CHCMGT003	Lead the work team	C	100
9.	CHCADV005	Provide systems advocacy services	E	90
10.	CHCCCS007	Develop and implement service programs	E	100
11.	CHCCDE012	Work within organisation and government structures to enable community development outcomes	E	95
12.	CHCMGT005	Facilitate workplace debriefing and support processes	E	120
13.	CHCPRP003	Reflect on and improve own professional practice	E	120

C = Core E = Elective NHs = Nominal Hours

1165

## Important information about Credit Transfers & Government funding at our organisation

- Government-funded places are limited for 2026. If you apply for credit transfer for **more than 3 units**, we'll first complete an internal approval check before confirming to you if we'll enrol you with Skills First funding. Depending on the outcome, we may offer enrolment on a fee-for-service basis instead.
- Credit Transfers **do not** reduce tuition fees for **government-funded** students at our training organisation.

## More information you should read before you enrol

To make sure you know exactly what to expect when studying with us, it's really important that you read the information we've listed below before you enrol. These documents explain our policies, your rights, responsibilities, fees, student support, refunds and more!

Scan the QR code, see them on our website or pick up a copy at any of our campuses.

Understanding our policies now, will help you make an informed decision and avoid surprises later.

- Student Handbook
- Refund Information
- Government Funding Fact Sheet
- Student Fees and Charges Policy
- Complaints and Appeals Policy
- Workplace Guide



## 2026 Course Fees – Payments & Payment plans

This training is delivered with Victorian & Commonwealth government funding. We determine your eligibility for government subsidised training at the time of enrolment.

**Students living in regional postcode locations can be considered for Skills First funding.**  
(excludes traineeships)

Students living in metropolitan postcode locations enrol as fee-for-service, with an affordable payment plan.

[Click here](#) to check your postcode!

**The non-refundable Administration Fee must be paid at the time of enrolment.**

Speak to our enrolment officer if you cannot afford to pay this in full.

Fees	Government funded fees		Fee-For-Service Not eligible for govt funding
	No Concession	Aboriginal and/or Torres Strait Islander	
Tuition Fee	\$1,200	\$0	\$6,000
Administration Fee	\$110	\$110	\$110
<b>TOTAL</b>	<b>\$1,310</b>	<b>\$110</b>	<b>\$6,110</b>

**Government-funded:** the tuition fee must be paid in full at time of enrolment. If you cannot afford this, you can enter into a payment plan. Min. payment is \$60 a fortnight. Your first payment is due 2 weeks prior to the course start date.

**Fee For Service:** enter into a payment plan over the duration of the course. Choose Fortnightly instalments (25 payments of \$230 + final payment of \$250) OR Monthly instalments (12 payments of \$500). Your first payment is due 2 weeks prior to the course start date. We do not accept fees of more than \$1500 in advance.

**Payment plans** are processed securely using **EziDebit or Centrepay**. EziDebit attracts additional processing fees - refer to our [Student Fees & Charges Policy](#) for the associated fees.



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Information in this publication is accurate at the time of release, changes that occur afterwards may affect its accuracy.