



# Practical Outcomes

## *Business & Training Solutions*

### **ADVANCED DIPLOMA OF CHILDREN'S SERVICES (CHC60202)** (delivered by correspondence)

#### **What is the Advanced Diploma course and what will it qualify me to do?**

The Advanced Diploma of Children's Services is a 12-18 month course designed to provide you with the skills and knowledge to work in either a specialised role in children's services - working intensively with clients or to manage a service such as a child care service or in another type of community service organisation.

#### **How is the course delivered & assessed?**

The course is delivered by correspondence. It is self paced and has been designed to replicate the work that you will be doing in this role. The course is based on research projects actively undertaken in the workplace which are then submitted to your trainer for assessment.

There are a number of assessment options, and our trainers will work with you to develop an individual training and assessment plan that suits your work and skills.

#### **Are there pre-requisite units?**

Entry into this qualification requires the completion of a number of pre-requisite (or equivalent) units. These will be discussed with you prior to commencing the course.

#### **Do we provide recognition of prior learning?**

We have an extensive Recognition process. All students are provided with the opportunity to apply for recognition against any or all of the units in this course. As you then progress through each of the learning areas, other opportunities to apply for recognition will occur. All our trainers are qualified in assessing recognition therefore you will never have to learn something that you already know.

#### **Who will be my trainer?**

As you enroll, you will be provided with a qualified and skilled trainer that will support you through your entire course. The trainer will make regular contact with you either in your workplace or at home as appropriate and agreed and provide you with individualised support.

A workplace coach will also be allocated to you from your workplace where possible. Your coach will mentor you through tasks and provide you with many opportunities to practice your skills as possible.

#### **What does Practical Outcomes provide?**

The types of support and resources offered to you include; 1 learning text book & a 1 year membership to Lady Gowrie Child Centre library, access to trainers and assessors via telephone and email and a comprehensive training manual which includes learning guides & web links.

#### **Trainee Welfare**

We have an extensive welfare program which assists you to tap into support and resources necessary for learning and personal needs. If you feel like this could assist you then speak to your trainer and they will refer you to our welfare officer.



### Payment schedule

Please refer to the payment schedule to determine the cost of the course. If you are considering applying for recognition (which may reduce these costs), we can design an individual payment schedule for you.

### Course Structure - compulsory projects and units

Career Planning and professional practice	CHCORG28A	Reflect and improve on professional practice
	CHCPOL3B	Undertake research activities
Direct Service	CHCCS4C	Manage the delivery of quality client service
	CHCCS7C	Co-ordinate the assessment and delivery of services to clients with particular needs
	CHCORG20B	Promote and represent the service
Continuous Improvement & Service Development	CHCORG12B	Review organisational effectiveness
	CHCAD3A	Undertake systems advocacy
	BSBMGT505A	Ensure a safe workplace
	CHCORG10B	Manage organisational change
Mentoring / Coaching / Staff Management	CHCORG19B	Develop and maintain the quality of service outcomes
	CHCORG7B	Manage workplace issues
	CHCORG27A	Provide mentoring support to colleagues
	CHCORG29A	Provide coaching and motivation
	CHCORG11B	Lead and develop others
Community Development and Leadership	SRXTEM003A	Work Autonomously
	CHCNET4A	Work with other services
	CHCORG21B	Act as a resource to other services
	CHCORG24B	Provide leadership in community service delivery

### Elective units - student to select 1 project to complete 3 elective units

Senior Management	CHCADMIN4B	Manage the organisations finances
	CHCINF4B	Manage the organisation's information systems
	CHCRF23B	Respond to problems and complaints about the service
Parenting Support	CHCCS406A	Provide education and support on health, wellbeing and parenting
	CHCRF22B	Plan child care provision with families
	CHCRF24B	Support parents in their parenting role
Early Intervention	CHCRF22B	Plan child care provision with families
	CHCPR13B	Facilitate the development of programs for children with additional needs
	CHCSD11B	Facilitate the inclusion of children with additional needs
Early intervention support facilitator	CHCCN20B	Advocate for the rights and needs of children and young people
	CHCRF21B	Promote equity in access to the service
	CHCSD11B	Facilitate the inclusion of children with additional needs