

GAIN DUAL DIPLOMA IN EMPLOYMENT SERVICES & MANAGEMENT FOR JUST \$450*



“BECOME A QUALIFIED SPECIALISED
EMPLOYMENT SERVICE MANAGER”

CHC51608 - DIPLOMA OF EMPLOYMENT SERVICES &
BSB51107 - DIPLOMA OF MANAGEMENT

Diploma in Employment services & Diploma in Management

Diploma of Employment services and Management is a nationally recognized qualification for people wishing to further develop their skills in the Employment Services industry.

The course aims to develop competent Employment Services specialists with the ability to deliver a range of services and provide supervision of others and management of service delivery.

This training is delivered with Victorian and Commonwealth Government funding.

THE CONTENT

- The Employment Services Industry
- Client Servicing
- Organisational Operations

To gain the dual qualification, you must successfully complete 14 core units and 4 elective Units

RECOGNITION OF PRIOR LEARNING

Students who believe they are eligible for RPL may apply directly to the Employment services trainer.

This includes students who currently work in Employment Services.

*Conditions apply

- Applicant Must not hold qualifications equivalent or above Diploma Level
- To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa.

UNITS OF COMPETENCY

Core Units:

CHCCOM403A	Use targeted communication skills to build relationships
CHCCS513A	Maintain an effective community sector work environment
CHCES311A	Work effectively in employment services
CHCES415A	Monitor and improve contracted employment services
CHCES502B	Research and report on labor market information
CHCES511A	Manage contracted employment services
CHCNET501A	Work effectively with other services and networks
HLTOHS300A	Contribute to OHS processes
HLTOHS400A	Maintain OHS processes
BSBMGT516A	Facilitate continuous improvement
BSBRKS501A	Manage risk
BSBWOR501A	Manage personal work priorities and professional development
BSBPMG510A	Manage projects
BSBFIM501A	Manage budgets and financial plans

ELECTIVE UNITS:

BSBLED401A	Develop teams and individuals
BSBMKG401B	Profile the market
BSBSLS502A	Lead and manage a sales team
BSBREL401A	Establish networks

HOW WILL I BE ASSESSED?

The 18 units within this qualification have been organized into an off-the-job training program which follows a scenario based approach to learning. The program is organizational specific and uses general Employment Services system policies, procedures and templates. The major outcome of the program is to meet the requirement for Nationally recognized and qualified employment services management specialist. Competency in all units will be assessed over a period of time, in a range of contexts, and on multiple occasions involving collection of a number of forms of evidence.

THE LEARNING PROGRAM

All students will be assigned a tutor who will develop a tailored learning plan for them.

The learning plan will be developed through discussion with student on their capabilities and timeframe for completing the course.

Students will have regular access to their tutor via email and phone and will be provided with ongoing feedback on all the assessment tasks and course participation. All assessment tasks may be submitted electronically.

EXPRESSIONS OF INTEREST

The program is intended
to start in March 2010.

Please send your Expression of Interest to:

Vijay Dasam
Employment Services Trainer
CVGT Employment and Training

By Email at
vdasam@cvgt.com.au Mobile **0407 686 289**
other enquiries welcome.



www.cvgt.com.au