

# Advanced Diploma of Children's Services CHC60208

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## We have taken online training to an excitingly new level!

Not sure if online training is for you? Well if you have access to a computer and the internet, but no time for classroom learning, then this may be the training option you have been waiting for, because online training is the ultimate in flexible delivery!

Flexible delivery has come along way over the last few years. It used to be that flexible delivery meant receiving learning packages in the mail, and working through the training materials at your own pace. Granted, this is more flexible than the traditional classroom setting, but still falls some way short of the flexibility that is offered when participating in an online training program! You can participate in our online training programs wherever and whenever you have Internet access, anytime of the day or night. And what's more, all activities, tasks and assessments are completed online, saving you even more time and effort! Online training brings busy people together, to exchange ideas and share experiences, to learn together, in a virtual classroom environment – the ultimate in flexible training options!



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This program is aimed at the established team leader or 2IC who aspires to hold a position of increased responsibility, or alternatively, the new manager or coordinator looking for further training to support them in their management role. The growing professional looking to build on their existing skills and knowledge will find this online training program of immense value and of practical assistance!

## **ONLINE!** **Further your career**

**The Advanced Diploma of Children's Services (CHC60208) has to date not been reflected, and therefore remunerated, within the industry's Award framework. However, this has not discouraged individuals wishing to improve their management skills and knowledge from participating in this program, and since its introduction in 1999, many qualified child care workers have successfully completed this program and are enjoying the benefits of their improved effectiveness within their workplace.**

Now for the good news! Changes to the classification levels within the children's services industry in Victoria and the ACT, have resulted in overdue recognition and remuneration for individuals who hold the Advanced Diploma of Children's Services, and who are employed as Centre Coordinators or Directors.



## **The Qualification**

Undertaking the Advanced Diploma of Children's Services will provide you with the necessary skills and knowledge required to effectively manage or co-ordinate a service, which encompasses the responsibility of ensuring the quality of work of others.

It is a nationally recognised training program and is at an Australian Qualifications Framework level five (AQF5).

It consists of 13 competencies which when packaged together provide specialised knowledge, with depth in areas, to enable you to analyse and execute judgments across technical and or management functions.

This qualification covers those workers who may operate at an advanced skills level to:

- Provide specialist services
- Act as a resource for other workers
- Provide supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

The programs we have developed for the delivery of the Advanced Diploma of Children's Services, require you to critically analyse both your performance and the performance of your team. These programs aim at extending your professional skills and enhancing your leadership within your organisation.

It is possible to complete the Advanced Diploma of Children's Services in a minimum of 12 months, or you can take the maximum duration of 2 years.

This program is available nationally and offered as a fully funded program by the Victorian and Tasmanian Government.

## **The Delivery**

**We have taken online training to an excitingly new level!**

Using the latest VOIP (voice over) technology as our platform, we have added interactivity, engagement and the effectiveness of face-to-face teaching to our online training environment. Be a part of our innovative e-learning community and experience the difference.

Access online learning materials, participate in live training sessions, voice chats and forums and complete self-help activities and tasks at your own pace, and discover the real meaning of flexible delivery.

Using a range of training methods, and the newest technology, we will deepen your understanding, enhance your skills and help prepare you for undertaking your workplace projects and successful completion of this training program.

## Programs

### Prepared Planners (3 units)

This program provides foundation skills and knowledge relating to innovative practice and continuous improvement. It is based on the practices within your service and extends into the understanding and implementation of:

- Current trends and expectations in children's services
- Gathering and using feedback from target groups
- Innovative service practices
- Organisational effectiveness
- How to involve others in service development.

Prepared Planners is focussed mainly on the operational side of your service, including staff, policies and procedures as well as relevant legal and ethical requirements.

#### 3 units:

BSBMGT608B	Manage innovation and continuous improvement
CHCCS502A	Maintain legal and ethical work practices
CHCORG612C	Review organisation's effectiveness

### Quality Providers (4 units)

This program helps you identify the clients of your service and get them involved in collaborative processes which can create innovative ideas for service delivery. By collaborating with clients you can identify barriers, including change issues and match service needs with service delivery. Once you have identified needs you will develop performance indicators that allow you to continue to monitor and improve service delivery.

Quality Providers offers you the opportunity to measure your service ability to meet the needs of its clients, it then helps you develop effective ways to promote these improvements within your current client base or within your community.

#### 4 units:

CHCCS604A	Manage the delivery of quality services to clients
CHCORG620C	Promote and represent the service
CHCORG615C	Promote the organisation
CHCORG619C	Manage quality of organisation's delivery outcomes

### Effective Leaders (5 units)

This program supports you in developing your leadership skills and in enhancing your workplace effectiveness. Current early childhood practitioners have considerable skill in setting expectations and standards for children in their care but appear to have varying degrees of effectiveness in influencing the behaviour of other relevant groups; staff or other relevant professionals they deal with on a day-to-day basis. In order to be an effective leader you need to work towards creating a harmonious environment that provides a high quality service. Effective Leaders includes a range of empowering skills and responsibilities that promote children's rights and the ethics of leadership.

#### 5 units:

CHCORG502A	Work autonomously
CHCORG428A	Reflect on and improve own professional practice
CHCORG611A	Lead and develop others in a community sector workplace
CHCORG624C	Provide leadership in community services delivery
BSBMGT605B	Provide leadership across the organisation

### Marvellous Mentors (1 unit)

This program leads you through the mentoring process step by step encouraging you to view the perspectives and needs of others and to provide for their needs as a children's services professional. As a mentor your skills and knowledge are challenged, yet this mentor role is also rewarding and your participation in the personal growth of another person will enable you to also extend your abilities.

#### 1 unit:

CHCORG627B	Provide mentoring support to colleagues
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## Virtual Class Rooms – Elluminate Live

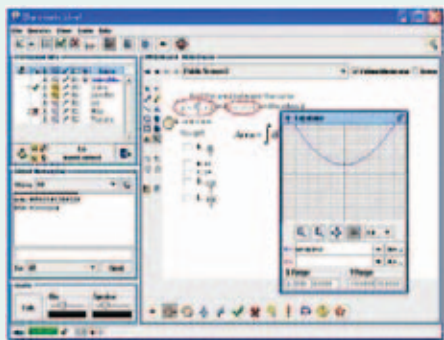
We are constantly experimenting with our educational system to provide a better and more effective way of learning. With modern technology taking giant leaps forward day by day, we have developed an online program that will deliver the training to you in a fast, better and user friendly way.

The new program from Elluminate Live (as pictured) uses the latest VoIP programming combined with electronic white board, chat areas and a number of different tools to help you.

If you've never heard of VoIP, get ready to change the way you think about communication. VoIP, or Voice over Internet Protocol, is a method for taking analog audio signals, like the kind you hear when you talk on the phone, and turning them into digital data that can be transmitted over the internet.

How is this useful? VoIP can turn a standard internet connection into a great learning and communicating tool.

VoIP is a revolutionary technology that has the potential to completely rework the world's communication systems. VoIP is just basically a clever "re-invention of the wheel."



Elluminate Live is one of the best programs available for online learning and communications. Elluminate Live features include:

- Collaborate in real time, regardless of Internet connection speeds, with everyone seeing and hearing the same thing at the same time.
- Crystal Clear, two-way voice over the Internet
- Shared, Interactive Whiteboard
- Application sharing
- Live Web cam Video
- Multimedia content delivery
- Synchronized Web Tour
- Breakout rooms
- Record and Playback
- Clip Art
- Create shareable clip art collections.

Come and join us for a live demonstration where we will:

- showcase to you our new and exciting virtual classroom
- share with you our vision for building a dynamic and highly interactive learning environment,
- and seek your views on how we can best meet your ongoing training and professional development needs.

Join us, as together we explore how new technologies have enabled us to develop new online training programs to further the skills, knowledge and professional development of the children's services industry's next generation of child care workers.

### Winners of the Victorian Training Awards 2009 "Small Training Provider of the Year Award"

*This program may be provided with Victorian Government funding.*

*Persons with physical or intellectual disabilities are encouraged to access funded training programs.*



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