

Far North Queensland – (Workplace-based Pilot) Advanced Diploma of Community Sector Management (CHC62015) – Candidate Frequently Asked Questions (FAQs)

These FAQs support existing workers considering the workplace-based pilot of the Advanced Diploma of Community Sector Management (CHC62015) in Far North Queensland.

1. Program Basics

What is this program?

A workplace-integrated pilot of the Advanced Diploma of Community Sector Management (CHC62015), delivered through a blend of on-the-job learning, online study, mentoring and periodic face-to-face workshops in Cairns.

What qualification code should I expect?

Advanced Diploma of Community Sector Management (CHC62015)

What units are included, and what do I need to complete to receive the qualification?

To receive the Advanced Diploma of Community Sector Management (CHC62015), you are required to complete all core units and five (5) elective units. For this workplace-based pilot program, the elective units are predetermined, and all students will complete the same five electives, with no elective selection required.

What roles does this qualification prepare me for?

This qualification prepares existing workers for leadership and coordination roles across a wide range of health and care settings, including nursing, disability, aged care, mental health, allied health and community-based settings across hospitals, community health services, not-for-profit organisations and care services.

While progression depends on employer needs and individual opportunity, graduates are supported to move into roles such as team leader, program or service coordinator, emerging manager, or acting leadership roles.

The program develops practical, workplace-ready leadership skills that support program delivery, workforce coordination and service improvement, helping you take the next step in your career or pathway to further study in the health and care sector.

Who is running it and where?

Delivery will be led by the TAFE Queensland North Queensland region at the Cairns campus, with oversight and support from the TAFE Centre of Excellence Health Care and Support.

Why is this being offered in the workplace?

To strengthen leadership capability across mental health, nursing, disability support, aged care and allied health sectors by aligning formal learning with real workplace practice, supporting progression from frontline roles into leadership and management.

If I undertake this program, does that mean I am on an apprenticeship or traineeship?

No. Participating in the program does not place you on an apprenticeship or traineeship. Your current role and employment arrangements remain the same. The program is designed to uplift your leadership and management capability, not to change your job classification or employment status.

How long does it take?

The advanced diploma pilot program is delivered over up to 18 months. Where Recognition of Prior Learning (RPL) or Credit Transfer is approved, this may affect individual assessment requirements, however this does not automatically shorten the overall project duration.

2. Eligibility & Fit

Who is the program for?

The program is designed for existing workers who are new or emerging leaders in the mental health, nursing, disability support, aged care or allied health sectors. It is aimed at individuals living and working in regional, rural, and remote Queensland, in particular Far North Queensland. There is a strong priority placed on supporting Aboriginal and Torres Strait Islander workers to access and participate in the program.

I haven't studied for a while; will I be able to manage this program?

Yes. This program is designed to support people returning to study. Assessments are written in plain English and focus on practical, workplace-based tasks where possible. Learners receive strong educator guidance, regular feedback, access to learning support services, and mentoring throughout the program to help build confidence and capability. You do not need recent study experience to succeed.

To help ensure the program is the right fit for you, applicants will be invited to complete a [Skills Check](#) as part of the application process. The Skills Check helps identify learning needs early and ensures you receive the right guidance and support from the outset.

Do I need employer support?

Yes. The Expression of Interest (EOI) requires supervisor/manager confirmation (through a letter of support), including capacity to release you for the Cairns workshops once per term.

3. Delivery & Time Commitment

What does a typical week look like?

In addition to workplace-based learning tasks and mentoring check-ins, the typical study pace includes:

- Self-directed online learning: approximately 2 hours per week
- Private Study and/or Assignment work: approximately 5 hours per week
- Virtual classroom (educator-led): 2 hours per week (recorded; access to recordings available for the duration of the program)
- Optional tutorial drop-in: 2 hours per week

How often are face-to-face workshops?

Once per term (approximately 5-6 sessions in total over the 18 months), with 2-day workshops held in Cairns.

Can I keep working full-time?

Yes. The model is designed for existing workers and integrates learning with your role. The program is designed to fit in with your existing role. Many learning activities and assessments are workplace-based and may be completed during paid work time with employer support. Workload increases at predictable points and is planned in advance, with learning focused on applying new skills directly in your workplace. Plan for weekly online commitments and periodic planned travel to Cairns.

4. Travel, Costs & Practicalities

Where do I need to travel?

To Cairns for face-to-face workshops once per term (2 days).

Is travel support available?

You will be linked to a Student Support Officer from the TAFE Queensland North Queensland team after you receive your letter of offer, who will assist you by arranging your travel, accommodation and meals to attend the two (2) days face to face in Cairns each term. All costs will be covered by the TAFE Centre of Excellence Health Care and Support. Your support package includes accommodation, breakfast and dinner at the accommodation (fixed-price set menu), and catered morning tea and lunch on campus. All costs are covered by the TAFE Centre of Excellence Health Care and Support, and special dietary requirements will be accommodated.



What will it cost me to study?

Aside from your time and commitment to the program, all study fees will be met by the TAFE Centre of Excellence Health Care and Support.

Are there uniforms?

The TAFE Centre of Excellence Health Care and Support is exploring the provision of shirts to build cohort identity, uptake will be determined during the EOI period.

5. What You'll Learn & How You'll Be Assessed

What kinds of things will I learn?

You will be equipped to confidently manage teams, programs, finances, and organisational responsibilities within diverse community sector environments.

How will I be assessed?

Through project-based assessments aligned to real workplace tasks and leadership responsibilities, your work contributes directly to your qualification.

Is there RPL (Recognition of Prior Learning)?

Yes – Recognition of Prior Learning (RPL) and Credit Transfer are available and are assessed at course commencement. Where RPL or Credit Transfer is granted, this may reduce some assessment requirements for the relevant units or clusters. RPL is intended to acknowledge prior learning while ensuring all students are supported to succeed in the program. For more information on RPL, please refer to the [TAFE Queensland](#) website.

If I receive RPL, do I still need to attend classes?

Yes - it is strongly recommended. This course is fully funded as pilot by the TAFE Centre of Excellence Health Care and Support and has been intentionally designed as a mentor-led leadership and learning journey. Where RPL is granted, students may benefit from reduced assessment time, however students are still encouraged to attend and actively participate in all learning activities to gain the full value of the qualification and contribute to the shared cohort learning experience.

6. Mentoring & Support

Will I have a mentor?

The pilot aims to match one mentor per student (recognising some students may opt out of having a mentor). Mentors can be identified by the student through a pre-existing relationship or are selected for you through a culturally informed process, where ongoing support will be provided via face-to-face and virtual formats.

How is cultural safety embedded?

The mentoring program is co-designed with Aboriginal and Torres Strait Islander representatives and aligned to the TAFE Centre of Excellence Health Care and Support [Culturally Appropriate and Safe Training Framework](#) to ensure a safe, respectful and inclusive experience.

What student supports are available?

All students can access TAFE Queensland learning and wellbeing support. Aboriginal and Torres Strait Islander students have additional access to Indigenous Student Support Officers. AccessAbility Support is available for learners with disability or health conditions, including reasonable adjustments and assistive technology.

7. Technology & Learning Platform

What technology do I need?

Resources are delivered via TAFE Queensland's Learning Management System (LMS), accessible on a computer, laptop or smart device (including mobile phones). Lecture recordings are available for the full duration of the program.

Will I get help if I have tech issues?

Yes. Digital support and resources are part of the pilot's approach to address technology access challenges.

8. Application & Selection

How do I apply?

Submit an Expression of Interest (EOI). You will need supervisor/manager support, as the pilot relies on workplace integration and periodic release for travel. EOIs will be reviewed to select a cohort of approximately 20 students.

What is the TAFE Centre of Excellence Health Care and Support looking for in candidates for this program?

Existing workers recognised as emerging or current leaders, employer-supported and able to engage in workplace-based projects and the mentoring model particularly from regional and remote FNQ communities.

If I apply, am I enrolled?

Submitting an Expression of Interest (EOI) is not an enrolment. We review all EOIs against the eligibility and selection criteria. If you're successful and a place is available, you'll receive a formal offer. Enrolment is finalised after you accept the offer.

9. Outcomes, Monitoring & Evaluation

How will my progress be supported?

An ongoing cycle of support and monitoring includes virtual sessions, mentor check-ins, optional tutorials to identify needs early and maintain momentum.

How will the pilot be evaluated?

Through pre/post-program student surveys or interviews, employer/supervisor feedback, mentor input, learning analytics. Findings will inform future workplace-based programs.

10. Key Dates & Timeline

When does it start and how is it phased?

The program is anticipated to commence in July 2026, subject to final confirmation with phased delivery of the pilot continuing through to December 2027 for all students. While individual learning plans may reflect approved Recognition of Prior Learning (RPL) or Credit Transfer outcomes, students are encouraged to attend and engage throughout the full course journey, noting that RPL may reduce assessment requirements but does not change the overall course timeframe.

11. Roles & Responsibilities

What's expected of my employer/supervisor?

Your employer's support helps you balance work, study, and workplace learning throughout the program. This includes:

- Participating in onboarding to clarify supervision and workplace access (e.g., policies/procedures).
- Supporting your participation in online learning activities, where possible
- Provide confirmation of support through a letter (example provided), to enable you to attend the face-to-face Cairns workshops once per term
- Supporting workplace-based projects, using your existing role and responsibilities wherever possible
- Nominating a supervisor or workplace contact to assist with onboarding and occasional check-ins

Your employer is not required to deliver training or formally assess you in the workplace.

Who's teaching me?

A suitably qualified educator from TAFE Queensland's North Queensland region, guest speakers aligned to sector needs and the Mentoring Program provider.

12. Equity, Inclusion & Cultural Safety

How is the program making space for my community and culture?

We make space for culture in both what we teach and how we teach. The pilot prioritises regional, rural and remote communities and actively includes Aboriginal and Torres Strait Islander peoples. We follow the TAFE Centre of Excellence Health Care and Support Culturally Appropriate and Safe Training Framework and offer supports such as:

- Culturally safe mentoring and the option for yarning-style sessions
- Flexibility around cultural obligations and Sorry Business
- Local connections (including community-controlled organisations), where appropriate
- Learning materials reviewed for cultural safety and inclusion

Your participation and what you choose to share is always your choice.

13. Still Have Questions?

Who can I talk to about special circumstances (e.g., caring responsibilities, mobility, or cultural obligations)?

Raise these during your EOI application, the TAFE Centre of Excellence Health Care and Support will endeavour to identify possible solutions and support to enable you to progress your application.

