

## Skill Set: Disability Finance and Operations



## Program Overview

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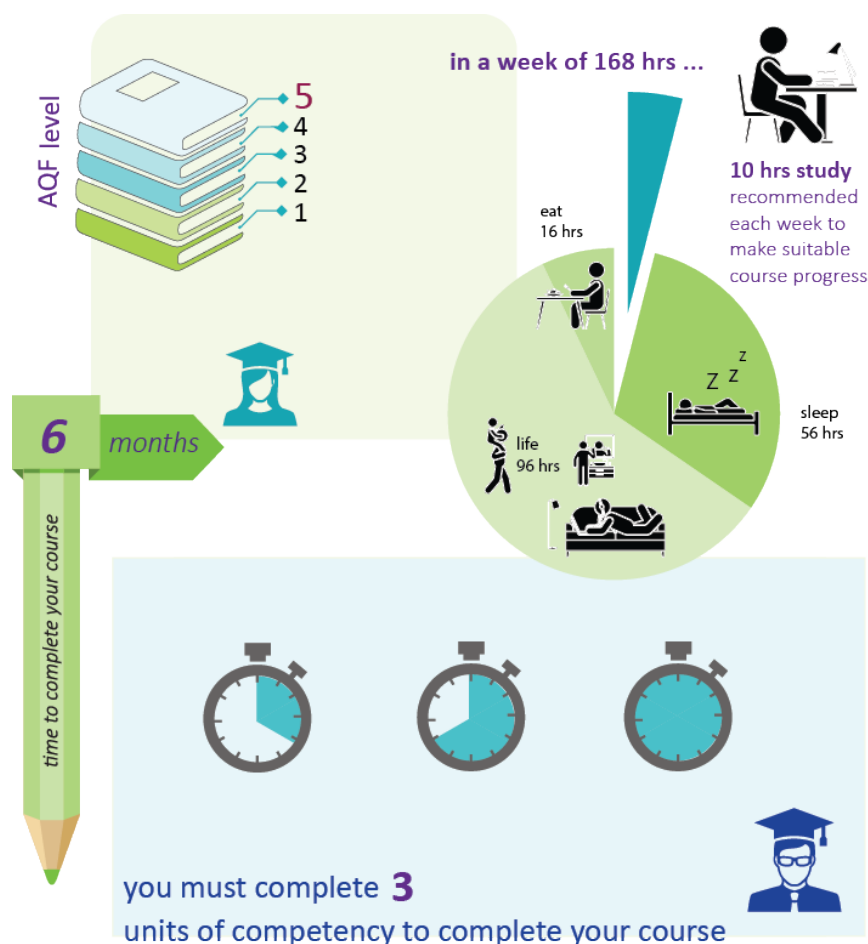
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## Overview

### Welcome

Welcome to the *Disability Finance and Operations* skillset. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are delighted that you have joined this program. This Skillset provides the skills and knowledge for your role in the disability services sector, including meeting the financial responsibilities of a frontline leader, developing and monitoring implementation of operational plans and managing business risks in a range of contexts across an organisation.

### Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

### Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000  
Email: [enquiries@unep.edu.au](mailto:enquiries@unep.edu.au)  
Mail: UNE Partnerships Pty Ltd  
PO Box U199  
University of New England NSW 2351

### Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

### Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education  
Telephone: 02 6773 0000  
Email: [meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

# Disability Finance and Operations Skillset

## Aim of the program

This skillset aims to provide participants with the skills and knowledge to meet the financial responsibilities of a frontline leader in the disability sector including services to both National Disability Insurance Scheme (NDIS) and fee-paying clients, developing and monitoring implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability and managing business risks in a range of contexts across an organisation or for a specific business unit or area.

## Learning outcomes

On completion of the program you will have studied the skills and knowledge to responsibly manage a budget within the competitive pressures of the disability sector, understand how decision making should align with business objectives and support improved customer outcomes and comply with legislative, regulatory and procedural requirements of the NDIS and manage business risks.

## Structure of the program

There are three units of competency in this skillset and a Statement of Attainment will be issued on the completion of these units.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Table 1: Overview of course structure

Unit/s of competency	Assessment tasks
NAT11076002 Manage finance in the disability sector	Task 1: Knowledge questions Task 2: Monitoring finances Task 3: Improving finances
BSBOPS502 Manage business operational plans	Task 1: Knowledge questions Task 2: Develop and operational plan Task 3: Implement and monitor the operational plan
BSBOPS504 Manage business risk	Task 1: Establishing the risk context Task 2: Identifying organisational risks Task 3: Treating and monitoring organisational risks

Units of competency are achieved as assessment tasks are successfully completed, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

## Accreditation and recognition

The *Disability Finance and Operations Skillset* in which you are enrolled is a nationally recognised and accredited program, listed on the national register of programs.

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, should you go on to enrol in and successfully complete either the Diploma of Leadership in Disability Services 11076NAT or Diploma of Leadership and Management BSB50420, you may receive advanced standing into awards at the University of New England (UNE), subject to eligibility.

## Study workload

The nominal duration of your enrolment in the *Disability Finance and Operations Skillset* is six months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 10 hours a week a week of self-directed workplace and individual study over the six month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to six months from enrolment to complete the Disability Finance and Operations Skillset. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

## Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.