**NDS LEARN**

**AND DEVELOP**

2018 PROGRAM CATALOGUE

NDS Learn and Develop is a unique service that gives you access to high-quality, flexible and cost-effective learning solutions.

Because we know that experience is the best kind of knowledge, our resources come exclusively from recognised providers.

NDS Learn and Develop’s exciting and innovative national program offering comprises training programs and resources.

These fit into five development streams:

1. Sector Induction and Compliance
2. Direct Support Skills Development
3. Leadership Development
4. Business Management and Operations
5. Corporate Governance

#### FUNDING SUPPORT

NDS Learn and Develop has partnered with Apprenticeship Support Australia (ASA) as a funding consultant.

ASA is available to assess eligibility for federal and state employer-based incentives. Service providers benefit from:

* National coverage
* A flexible account management model
* No cost to service providers

#### FLEXIBLE SERVICES

NDS Learn and Develop programs include in-house delivery options for face-to-face programs and corporate licence options for online programs. These options may dramatically lower costs if you have a large number of staff or a high turnover workforce.

#### DISABILITY LEARNING CENTRE

Looking for quality, sector-specific training content? We are continuing to develop a growing range of free and fee-for-service learning resources for service providers.

The Disability Learning Centre is supported by NDS Learn and Develop and allows learners to:

* Download course completion certificates and reports
* Track individual learning records and upload additional completion certificates

For organisations, the Disability Learning Centre offers the potential to:

* Host your own content (such as e-learning modules) on a customisable portal for a cost-effective service-fee
* Purchase an e-learning library licence to allow users to access content at a reduced rate
* Receive regular user reports to track course completion rates

The Disability Learning Centre won the 2018 Platinum LearnX Impact Award.

It is free and simple to create your own account:

##### [www.](http://www.learnanddevelop.nds.org.au/)ndslearnanddevelop.sumtotal.host

#### TRAINING ACCREDITATION

Some modules may be accepted by RTOs for recognition of prior learning (RPL).

#### WORKFORCE ESSENTIAL

#### E-LEARNING LIBRARY

We have bundled together our most popular e-learning courses to save organisations even more money.

**BACK YOURSELF (THEORY) – UNPACKING MANUAL TASKS**

DURATION: Self-paced

FORMAT: e-Learning module

TARGET AUDIENCE: All staff, particularly support staff working directly with clients

ANNUAL FEE: $35/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of good back care

Recall prevention strategies and manual handling techniques

FURTHER INFORMATION:

Go to www.nds.org.au and search for Back Yourself (Theory) - Unpacking Manual Tasks

**DISABILITYAWARE: AN AWARENESS AND INCLUSION PROGRAM**

DURATION: 90 mins

FORMAT: Self-paced e-Learning module

TARGET AUDIENCE: All staff, particularly those who are new to the disability sector

ANNUAL FEE: $35/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of the different causes and types of disability

FURTHER INFORMATION:

Go to www.nds.org.au and search for Disability Aware: An awareness and inclusion program

**DISABILITY INDUCTION**

DURATION: 30 - 60 mins per module

FORMAT: 5 x self-paced e-Learning modules

TARGET AUDIENCE: All staff, particularly those who are new to the disability sector

ANNUAL FEE: $50/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of the work of the sector – the rewards as well as the challenges

FURTHER INFORMATION:

Go to www.nds.org.au and search for Disability Induction eLearning Program

**DISABILITY SAFE**

DURATION: 20 – 30 mins per module

FORMAT: 8 x self-paced e-Learning modules

TARGET AUDIENCE: All staff, particularly those who are new to the disability sector

ANNUAL FEE: $100/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Enhance quality of disability services through safe work practice

Develop workers’ knowledge and understanding in creating and participating in safe environments

FURTHER INFORMATION:

Go to www.nds.org.au and search for Disability Safe E-Learning Program

**FIRE SAFETY AND EMERGENCY RESPONSE**

DURATION: 60 minutes

FORMAT: Self-paced e-Learning module

TARGET AUDIENCE: All staff

ANNUAL FEE: $35/person + GST

Group discounts available on application

LEARNING OBJECTIVES: Develop workers’ knowledge and understanding of fire safety and emergency response

FURTHER INFORMATION:

Go to www.nds.org.au and search for Fire Safety and Emergency Response

**HUMAN RIGHTS AND YOU**

FREE OF CHARGE

DURATION: 30 mins

FORMAT: Self-paced e-Learning module

TARGET AUDIENCE: All staff

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of human rights

**WORK WITH DIVERSE PEOPLE**

DURATION: 45 mins

FORMAT: Self-paced e-Learning module

TARGET AUDIENCE: All staff

ANNUAL FEE: $35/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Reflect on personal values and perspectives on diversity

Communicate with people from diverse backgrounds and situations

FURTHER INFORMATION:

Go to www.nds.org.au and search for Work with Diverse People

**WORKING WITH PEOPLE WITH DISABILITY**

DURATION: 30 mins

FORMAT: Self-paced e-learning module

TARGET AUDIENCE: All staff, particularly frontline support staff

ANNUAL FEE: $35/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of providing support to people with disability

FURTHER INFORMATION:

Go to www.nds.org.au and search for Working with People with Disability

**MANUAL HANDLING FOR DISABILITY SUPPORT WORKERS**

DURATION: 60 mins

FORMAT: Self-paced e-learning module

TARGET AUDIENCE: All staff, particularly frontline support staff

ANNUAL FEE: $70/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of managing manual handling risks

FURTHER INFORMATION:

Go to www.nds.org.au and search for Manual Handling for Disability Support Workers

**LEADING WORK HEALTH AND SAFETY IN THE DISABILITY SECTOR**

DURATION: 20 – 30 minutes per module

FORMAT: 10 x self-paced e-learning modules

TARGET AUDIENCE: All staff, particularly WHS professionals and frontline managers

ANNUAL FEE: $50/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of work health and safety legislation and systems

FURTHER INFORMATION:

Go to www.nds.org.au and search for Leading Work Health and Safety in the Disability Sector

**DECISION-MAKING SUPPORT FOR DISABILITY SUPPORT WORKERS**

FREE OF CHARGE

DURATION: Up to 2 hours

FORMAT: 6 x e-learning

TARGET AUDIENCE: Frontline support staff and managers

WEBSITE: www.learning.scopeaust.org.au

**DEFENSIBLE DOCUMENTATION FOR DISABILITY SUPPORT STAFF**

DURATION: Half day

FORMAT: Workshop

TARGET AUDIENCE: Frontline support staff and managers

ENQUIRIES: Email learnanddevelop@nds.org.au

**EVERY MOMENT HAS POTENTIAL**

FREE OF CHARGE

DURATION: 30 mins

FORMAT: 5 x learning bite videos

TARGET AUDIENCE: Frontline support staff and managers

WEBSITE: www.activesupportresource.net.au

**INTELLECTUAL DISABILITY FOR DISABILITY PROFESSIONALS**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: 6 x e-learning modules

TARGET AUDIENCE: Frontline support staff and managers

WEBSITE: www.idhealtheducation.edu.au

**MARKETING FROM THE FRONTLINE**DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: Frontline support staff and managers

ENQUIRIES: Email learnanddevelop@nds.org.au

**MARKETING FROM THE FRONTLINE**

FREE OF CHARGE

DURATION: 45 – 60 mins

FORMAT: Self-paced e-learning module

TARGET AUDIENCE: Frontline support staff and managers

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

LEARNING OBJECTIVES:

Develop soft marketing techniques

Consider potential mindsets of clients when choosing a disability service provider

FURTHER INFORMATION:

Go to www.nds.org.au and search for Marketing From the FrontLine (e-Learning)

**PARTICIPATION PROJECT LEARNING GUIDES**

DURATION: Self-paced

FORMAT: Self-guided workbooks

TARGET AUDIENCE: The Participation Project Learning Guides are designed for use by both disability support workers and people with disability

INVESTMENT: 1 hardcopy set + soft copy for unlimited downloads available free of charge for Tasmanian providers

NDS Members: $360 + GST

Non-Members: $540 + GST (soft copy link only)

FURTHER INFORMATION:

Go to www.nds.org.au and search for Participation Project: Learning Guides for Disability Support Workers

**PERSON-CENTRED PRACTICE ACROSS CULTURES**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Self-guided workbooks

TARGET AUDIENCE: Frontline support staff and managers

FURTHER INFORMATION:

Go to www.nds.org.au and search for Person-Centred Practice Across Cultures resources

**PERSON-CENTRED THINKING**

DURATION: 1 or 2 day options

FORMAT: Workshop

TARGET AUDIENCE: Frontline support staff and managers

LEARNING OBJECTIVES:

By the end of this program, you should be able to use person-centred thinking tools in order to:

* Separate what is important to someone from what is important for them
* Discover what is working and not working in a situation from different perspectives
* Record how someone communicates through using a communication chart
* Identify what are core responsibilities and where you can use creativity and judgment
* Use mindful listening tools to develop one-page profiles

ENQUIRIES: Email learnanddevelop@nds.org.au

**PERSON-CENTRED REVIEW**

DURATION: 2 days

FORMAT: Workshop

TARGET AUDIENCE: Staff who have previously completed Person-centred Thinking

ENQUIRIES: Email learnanddevelop@nds.org.au

**RECOGNISING RESTRICTIVE PRACTICES**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: 8 x learning bite videos

TARGET AUDIENCE: Frontline support staff and managers

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

FURTHER INFORMATION:

Go to www.nds.org.au and search for Recognising Restrictive Practices - Zero Tolerance Program

**RESPONDING TO ABUSE**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: 8 x learning bite videos

TARGET AUDIENCE: Frontline support staff and managers

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

FURTHER INFORMATION:

Go to www.nds.org.au and search for Responding to Abuse Films - Zero Tolerance Program

**SUPPORTED DECISION MAKING**

DURATION: 80 mins

FORMAT: e-learning module

TARGET AUDIENCE: Frontline support staff and managers

ANNUAL FEE: Free of charge for NSW residents until June 2020

Non-NSW residents: $35/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of consistent best practice in supported decision making

FURTHER INFORMATION:

Go to www.nds.org.au and search for Supported Decision Making (e-Learning module)

**SUPPORTING INCLUSION**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: 8 x e-learning modules

TARGET AUDIENCE: Frontline support staff and managers

WEBSITE: www.supportinginclusion.weebly.com

**SUSTAINABLE SERVICE UNDER THE NDIS**

DURATION: 30 mins

FORMAT: e-learning module

TARGET AUDIENCE: Frontline support staff and managers

ANNUAL FEE: $35/person + GST

FURTHER INFORMATION:

Go to www.nds.org.au and search for Sustainable Service under the NDIS

**UNDERSTANDING ABUSE**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: e-Learning module and

8 x learning bite videos

TARGET AUDIENCE: Frontline support staff and managers

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

FURTHER INFORMATION:

Go to www.nds.org.au and search for Understanding Abuse e-Learning Program

**CANDID CONVERSATIONS**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: All staff, particularly team leaders

ENQUIRIES: Email learnanddevelop@nds.org.au

**THE CHANGE ROOM**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: Frontline managers

ENQUIRIES: Email learnanddevelop@nds.org.au

**THE EMERGING LEADER**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: New or emerging leaders

ENQUIRIES: Email learnanddevelop@nds.org.au

**LEADERSHIP EXCELLENCE**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: Experienced managers and leaders

ENQUIRIES: Email learnanddevelop@nds.org.au

**LEADING CHANGE: STRATEGIES FOR POSITIVE CHANGE**

DURATION: 1 day + coaching masterclass

FORMAT: Workshop – ideally suited to run in-house for organisations

TARGET AUDIENCE: CEOs, board members and senior managers

ENQUIRIES: Email learnanddevelop@nds.org.au

**LEADING WORK HEALTH AND SAFETY IN THE DISABILITY SECTOR**

DURATION: Self-paced (approximately 20 - 30 mins per module)

FORMAT: 10 x e-learning modules

TARGET AUDIENCE: All staff, particularly WHS professionals and frontline managers

ANNUAL FEE: $50/person + GST

Group discounts available on application

LEARNING OBJECTIVES:

Develop workers’ knowledge and understanding of work health and safety legislation and systems

FURTHER INFORMATION:

Go to www.nds.org.au and search for Leading Work Health and Safety in the Disability Sector

**MANAGING CHANGE AND COMMUNICATION**

DURATION: Self-paced

FORMAT: e-Learning module

TARGET AUDIENCE: Frontline staff and supervisors

ANNUAL FEE: $35/person + GST

Group discounts available on application

FURTHER INFORMATION:

Go to www.nds.org.au and search for Managing Change and Communication

**NDS DISABILITY LEADERSHIP THEMES**

UNITS OF COMPETENCY

DURATION: Self-paced (approximately 8 weeks per theme)

FORMAT: 5 x leadership themes

2-3 e-learning modules per theme

TARGET AUDIENCE: New or emerging leaders

ENQUIRIES: Email learnanddevelop@nds.org.au

**NDS DISABILITY LEADERSHIP QUALIFICATION**

BSB42015 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

DURATION: Self-paced (approximately 10 months)

FORMAT: 5 x leadership themes

2-3 e-learning modules per theme

TARGET AUDIENCE: New or emerging leaders

ENQUIRIES: Email learnanddevelop@nds.org.au

**BECOMING A PERSON-CENTRED ORGANISATION**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: All staff, particularly HR professionals, senior managers and CEOs

ENQUIRIES: Email learnanddevelop@nds.org.au

COSTING AND PRICING LEARNING PROGRAM

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Blended learning

TARGET AUDIENCE: Small to medium size service providers, particularly key decision makers and training facilitators

WEBSITE: www.cplp.nds.org.au

**COSTING AND PRICING UNDER THE NDIS**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE: All staff

ENQUIRIES: Email learnanddevelop@nds.org.au

IMPROVEIT4NDIS

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Blended learning

TARGET AUDIENCE: All staff, particularly people seeking to build their IT literacy and capability

WEBSITE: www.itdepartment.com.au/disability-sector/improveit4ndis

**MARKETING IN THE NDIS**

DURATION: 1 hour per webinar

FORMAT: Webinar series

TARGET AUDIENCE: All staff, particularly marketing and communication professionals, managers, CEOs and board members

INVESTMENT: $135 including GST

Discount available for Victorian providers

LEARNING OBJECTIVES:

Learners should be able to utilise the marketing tools and resources demonstrated in this program

FURTHER INFORMATION:

Go to www.nds.org.au and search for Marketing in the NDIS

**NDIS SIMPLE FINANCIAL MANAGEMENT**

DURATION: Self-paced

FORMAT: Webinar series and downloadable worksheets

TARGET AUDIENCE: Frontline leaders and financial managers

INVESTMENT: $135 including GST

Discount available for Victorian providers

LEARNING OBJECTIVES:

Learners should be able to utilise the financial tools and resources demonstrated in this program

FURTHER INFORMATION:

Go to www.nds.org.au and search for NDIS Simple Financial Management

**PERSON-CENTRED PEOPLE MANAGEMENT RESOURCES**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Blended learning

TARGET AUDIENCE: All staff, particularly HR professionals, senior managers and team leaders

WEBSITE: www.carecareers.com.au/page/person-centred-people-management-resources

**VALUES BASED RECRUITMENT**

DURATION: 1 day

FORMAT: Workshop

TARGET AUDIENCE:

All staff, particularly marketing and communication professionals, managers, CEOs and board members

ENQUIRIES: Email learnanddevelop@nds.org.au

**NOT-FOR-PROFITS AND THE NDIS: TOOLKIT FOR DIRECTORS**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Questionnaires and resources

TARGET AUDIENCE: Board members

WEBSITE: www.nds.org.au/resources/ndis-toolkit-for-directors

**SAFEGUARDING FOR BOARDS**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Guide book

TARGET AUDIENCE: Board members

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

FURTHER INFORMATION:

Go to www.nds.org.au and search for Zero Tolerance

**QUALITY AND SAFEGUARDING FOR BOARDS**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Learning bite videos

TARGET AUDIENCE: Board members

ANNUAL FEE:

Free of charge for individual access on the Disability Learning Centre supported by NDS

Organisations may order the suite of resources to host on their own Learning Management System for $350 + GST

FURTHER INFORMATION:

Go to www.nds.org.au and search for Zero Tolerance

**ZERO TOLERANCE**

FREE OF CHARGE

DURATION: Self-paced

FORMAT: Blended learning

TARGET AUDIENCE: All staff

FURTHER INFORMATION:

Go to www.nds.org.au and search for Zero Tolerance