NDS Disability Emerging Leaders Program

# BSB40520 – Certificate IV in Leadership and Management

Duration: 40 weeks

## Program Overview

NDS has partnered with Australasian Leadership Academy (ALA) to support the rapid advancement of frontline and mid-level managers in the disability sector. ALA is a National Registered Training Organisation (RTO 41012).

During a thought provoking 10-to-12-month journey, participants enhance their own understanding of leadership and engage in a powerful, shared learning experience.

The program is guided by Australasian Leadership Academy, Program Managers, Facilitators, Assessors and Mentors, and aims to set a new standard in the provision of work-based, outcome-driven management development. Program modules have been aligned to the NDS Disability Capability Framework and will integrate sector specific resources where applicable.

The program is broken into five themes, each containing two to three modules each. Upon completion of the eLearning content for each module, participants are assigned a “Research Tasks and Workplace Application” activity providing opportunity to apply the learning on the job.

Each month the program work gives participants an easily digestible amount of information that won't overload or impact on your work life. This allows participants to better retain and transfer the knowledge of each module into the workplace as well as throughout the remainder of the program.

Additionally, participants are required to complete a workplace business improvement initiative which runs across the duration of the program. This key activity is supported by scheduled mentoring sessions.

The “Research Tasks & Workplace Application” activities provides time to reflect on the content and your own thought processes, experiences, and work habits allowing to make deeper affective and cognitive connections with the content, which contributes to long-term application of the principles that are covered.

## Program Facilitator and Delivery

This is a nationally recognised qualification delivered by ALA, is delivered via ALA’s online Training Portal and can be completed at the participants own pace.

Recommended timelines and milestones are provided to keep learners on track. Learners have access to facilitators and mentors throughout the period in addition to two formal phone/web based mentoring sessions.

As this program is a blended eLearning program, access to a computer and internet is required.

## What will I learn?

You will learn how to communicate effectively as a workplace leader, implement an operational plan, promote innovation, lead effective workplace relationships & teams and implement customer service strategies.

Proficiency in managing projects and developing work priorities will be taught as well as skills for planning and completing your own work on time and on schedule.

## Training Investment

$3,300 per participant discounted rate for NDS members (Non-members costs RRP $3,500).

This fee includes all course materials, assessments and 12 months access to global eLearning content. (GST exempt)

[Visit the ALA Landing Page to register](https://training.australasianleadership.com/nds)

For more information, email National Learning and Development team.

# NDS Disability Emerging Leaders Program Structure

## Program outline

### Part 1: Workplace Business Improvement – Submit project decision making and overview

First 1:1 Mentoring session (Due date: Week 2)

#### Theme 1: People and performance

| Module name | Unit of Competence | Due Dates (week) |
| --- | --- | --- |
| Personal Accountability | BSBPEF402 Develop work priorities | Week 8 |
| People Management | BSBLDR411 Demonstrate leadership in the workplace | Week 8 |

#### Theme 2: Business planning and networks

| Module name | Unit of Competence | Due Dates (week) |
| --- | --- | --- |
| Operational Planning and Execution | BSBOPS402 Coordinate business operational plans  | Week 12 |

### Part 2 – Workplace Business Improvement – Submit your Project / Operational Plan

Second 1:1 mentoring session (Due date: Week 14)

#### Theme 3: Workplace relationships

| Module name | Unit of Competence | Due Dates (week) |
| --- | --- | --- |
| Communication | BSBLDR412 Communicate effectively as a workplace leader | Week 18 |
| Communication | BSBXCM401 Apply communication strategies in the workplace | Week 18 |
| Organisation Relationships | BSBLDR413 Lead effective workplace relationships | Week 18 |

#### Theme 4: Leading and innovation

| Module name | Unit of Competence | Due Dates (week) |
| --- | --- | --- |
| Innovation | BSBSTR401 Promote innovation in a team environment | Week 24 |
| Leadership and Teamwork | BSBLDR414 Lead team effectiveness | Week 24 |
| Leadership and Teamwork | BSBXTW401 Lead and facilitate a team | Week 24 |
| Leadership and Teamwork | BSBLDR521 Lead the development of diverse workforces | Week 24 |

#### Theme 5: Focus on customers

| Module name | Unit of Competence | Due Dates (week) |
| --- | --- | --- |
| Customer Relationships | BSBOPS404 Implement customer service standards | Week 24 |
| Community Engagement | BSBTWK401 Build and maintain business relationships | Week 24 |

### Part 3 – Workplace Evidence and Validation

Due date: Week 36

* Workplace Business Improvement – Submit Final Report
* Workplace Evidence – Submit 3rd Party Report, Evidence Summary and Evidence Portfolio
* Checklist and Candidate Declaration – Check and complete declaration

### Final Steps and Assessment: Assessor Verification

Competency Conversation (Due date: week 40)

# Contact

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Registered Training Organisation - RTO ID # 41012