

OVERVIEW

Discover your potential by developing your leadership skills

If you've made developing your leadership or supervisory skills a priority, the Certificate in Community Team Leadership course could be the answer for YOU! This course is made up of TWO Certificate IVs! Whether you are employed in Youth Work, Disabilities, Aged Care, Mental Health, Domestic Violence or Pastoral care these qualifications are relevant to you.



COURSE ELIGIBILITY

To be eligible for a Skilled Capital funded position, the student must be an existing worker in the community sector, an Australian citizen, permanent resident, or eligible visa holder, over 18 years of age and not enrolled in secondary school/college.

COURSE COSTS

Skilled Capital Eligible \$1,500

Fee-for-service \$3,900

If you are interested in this wonderful opportunity please visit our website www.train4life.com.au and go to the enrolment page to register your interest and one of our team will be in contact to take you through the enrolment process.

DURATION

This course is made up of 6 classes spread over 6 months. Classes are on a Wednesday from 9:00 – 3:00. First Class commences **13 March 2019**

As this course contains a lot of group work it is imperative that you attend the face-to-face classes.

SKILLS AND KNOWLEDGE

After completing this course, you will have the skills, knowledge and confidence to:

- Manage staff effectively
- Communicate effectively to achieve your goals
- Have those difficult conversations
- Coach and mentor staff
- Develop and implement work-plans and rosters
- Self care

QUALIFICATION

This unique combination of qualifications has been designed to grow community leaders.

- CHC42015 Certificate IV in Community Services
- BSB42015 Certificate IV in Leadership and Management

Train4Life undertake this qualification using a unique system of narrative learning, using real life industry stories, addressing industry trends, and understanding and applying industry resources.



NATIONALLY RECOGNISED
TRAINING

This course a Skilled Capital funded Course. Skilled Capital is an ACT government training initiative, funded by the ACT and Australian Governments

DELIVERY OVERVIEW

Train4Life use a blended delivery approach combining trainer led classroom based delivery and self paced learning (We recommend 2-6 hours per week). Students are required to attend all face-to-face classes on the below listed dates. All classes are held at the Train4Life offices located at the Florey Shops.

Class	Time	Date
The Sector & Our Clients	9:00am – 3:00pm	13/03/2019
Communication	9:00am – 3:00pm	10/04/2019
Coaching	9:00am – 3:00pm	08/05/2019
Staff Management	9:00am – 3:00pm	05/06/2019
Work-plans	9:00am – 3:00pm	03/07/2019
WHS & Self Care	9:00am – 3:00pm	31/07/2019

RECOGNITION

Train4Life recognises that knowledge, skills and competencies can be gained in a variety of ways including formal education, training, workplace experience or general life experience. Therefore, Train4Life offers every student the opportunity to apply for recognition. When called into the initial interview students will be offered the opportunity to apply for recognition.

RESUBMISSION AND EXTENSION FEES

Train4Life does not charge module resubmission or assessment extension fees for the first request, however, should subsequent resubmissions or extensions requests occur a fee of \$15 per module will apply.

FEES AND REFUND

Train4Life is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome. These charges are generally for items such as course materials, student services and training and assessment services.

The following refund policy will apply:

- Learners, who give notice to cancel their enrolment 10 business days or more prior to the commencement of a program, will be entitled to a full refund of fees paid.
- Learners who give notice to cancel their enrolment 9 business days or less prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by Train4Life is required to cover the costs of staff and resources which will have already been committed based on the learners initial intention to undertake the training.
- Learners who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees of any fees paid in advance. An exception to this policy is where Train4Life fails to fulfil its service agreement and fees are refunded under our guarantee to clients.

UNITS OF COMPETENCY

The following units of competency are delivered as part of the CHC22015 Certificate IV in Community Services at Train4Life:

- CHCADV001 Facilitate the interests and rights of clients
- CHCCCS004 Assess co-existing needs
- CHCCOM002 Use communication to build relationships
- CHCDIV001 Work with diverse people
- CHCLEG001 Work legally and ethically
- CHCPRP001 Develop and maintain networks and collaborative
- HLTWHS003 Maintain work health and safety
- CHCPRP003 Reflect on and improve own professional practice
- HLTWHS006 Manage personal stressors in the work environment
- BSBLDR403 Lead team effectiveness
- BSBLED401 Develop teams and individuals
- BSBMGT401 Show leadership in the workplace
- PSPGOV415A Provide workplace coaching
- TAEDEL404A Mentor in the workplace

And ONE of the following units

- CHCYTH001 Engage respectfully with young people
- CHCAGE001 Facilitate the empowerment of older people
- CHCAOD001 Work in an alcohol and other drugs context
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCFAM010 Provide intervention support to families
- CHCMHS001 Work with people with mental health issues
- CHCPAS002 Provide pastoral and spiritual care
- CHCPOL001 Contribute to the review and development of policies

UNITS OF COMPETENCY

The following units of competency are delivered as part of the BSB42015 Certificate IV in Leadership & Management at Train4Life:

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan
- BSBLDR404 Lead a diverse workforce
- BSBREL402 Build client relationships and business networks
- BSBWOR404 Develop work priorities
- TAEDEL404 Mentor in the workplace
- BSBCUS402 Address customer needs
- BSBLED401 Develop teams and individuals
- BSBMGT401 Show leadership in the workplace
- HLTWHS006 Manage personal stressors in the work environment