

### OVERVIEW

*What does it take to lead an effective team? How can managers and leaders ensure their team is keeping up to date with current industry practice?*

Enrol in the team leader short course to discover new tools and learn strategies to equip yourself to successfully lead a team of support workers. This short course will also help you to truly engage in reflective practice and improve your professional development planning to ensure that you are always soaring towards new heights!



### SKILLS AND KNOWLEDGE

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

- Develop organisational procedures to improve and implement new work practices
- Provide and use supportive on-the-job coaching and mentoring techniques
- Understand and navigate Fair Work Australia and manage human resources
- Use reflective practice strategies to improve own and team performance
- Develop professional development plans

### UNITS

This skill set meet industry requirements for leading and coordinating teams in the health or community sector and serves as an introduction to Train4Life's Double Diploma in Community Leadership & Management.

On successful completion you will be awarded the skillset CHCSS00091.

### COURSE ELIGIBILITY

To be eligible for a Skilled Capital funded position, the student must be an existing worker in the community services sector who already holds a Certificate III or higher qualification

### COURSE COSTS

Skilled Capital Eligible \$225

Fee-for-service \$850

If you are interested in this wonderful opportunity please visit our website [www.train4life.com.au](http://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 run on 3 days over four weeks. First class commences 9 October 2019.



*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.

<b>Class</b>	<b>Time</b>	<b>Date</b>
Staff Management	9:30 – 3:30	09/10/19
Coaching	9:30 – 3:30	16/10/19
Performance discussions	9:30 – 3:30	30/10/19

## 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.

We offer payment plans, those not on a payment plan will require to pay a 25% deposit.

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 CHCSS00091 Team Leader Skill Set course at Train4Life:

- CHCMGT003    Lead the work team
- PSPGOV415A    Provide workplace coaching
- CHCPRP003    Reflect and improve own professional practice