

LEADERSHIP ESSENTIALS

Nationally Recognised Training



NATIONALLY RECOGNISED
TRAINING

COURSE OVERVIEW

This nationally accredited set of skills aims to equip individuals with the skills and knowledge that reflects the role of individuals working as developing and emerging leaders in a range of contexts.

To achieve the accredited part qualification, the candidate must complete three (3) units of competency; refer to unit list on page 2.

Acacia Education & Training is committed to providing an inclusive learning environment. Principles of access and equity for all students are applied in all programs.

COURSE OUTCOME

Leadership often begins at the team leader level across a wide range of enterprise and industry contexts. This training applies to individuals who are looking to gain employment or skills for a leadership and/or management role within their chosen industry.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

- Applicants will be required to undertake a Language, Literacy & Numeracy assessment.
- Applicants will be required to complete a Pre-Training Review.
- Applicants must be able to attend all practical assessments on the assigned dates where required.



JOB OUTCOMES

This course will develop a range of skills that may be required for roles in the following areas.

- ✓ **Team Leader/Supervisor**
- ✓ **Site Manager/Supervisor**
- ✓ **Field Manager/Supervisor**
- ✓ **Administrative Manager**
- ✓ **Customer Service Team Leader**

COURSE DELIVERY



COURSE DURATION

Students may have up to six (6) months to complete the course. However, if you are utilising NSW Government funding, these dates may vary.

Students will need to follow the training plan provided to them at commencement of training to ensure they complete the course in the required timeframe. Approximately fifteen (15) hours of study should be allocated for each unit.

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ESSENTIAL SKILLS FOR THE WORKPLACE



UNITS OF COMPETENCY

Below are the units of competency required for this course.

UNIT CODE	UNIT DESCRIPTION
BSBXC401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
BSBLDR411	Demonstrate leadership in the workplace

UNIT OVERVIEW

BSBXC401 - Apply communication strategies in the workplace

This unit describes the skills and knowledge required to facilitate and apply communication strategies in the workplace within any industry.

Knowledge Evidence examples: Legislative requirements relevant to workplace communication; techniques to resolve communication challenges; methods and techniques to participate in workplace discussions, including active listening, questioning and providing feedback.

Practical Evidence example: Students will be required to demonstrate problem solving techniques to negotiate and resolve communication challenges.

BSBXTW401 - Lead and facilitate a team

This unit has a specific focus on the teamwork skills required for team leader or supervisor level (depending on organisational structure) workers with responsibility for others or teams.

Knowledge Evidence examples: Organisational requirements relevant to workplace teams; facilitation techniques to encourage team cohesion and effectiveness; mentoring and coaching techniques to support team members

Practical Evidence example: Students will be required to assign tasks to team members with appropriate instruction and considering any required contingencies; provide feedback and assistance to team members; collate feedback on individual and team performance.

BSBLDR411 - Demonstrate leadership in the workplace

This unit defines skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

Knowledge Evidence examples: methods to identify an organisation's standards and values when they are stated, and where they are implied; organisational values and expectations of behaviour; basic leadership theories; common leadership styles.

Practical Evidence example: Demonstrate knowledge of methods that comply with organisation's standards and values; evaluate own behaviour and performance against organisational standards and values and adjust to achieve required standards.

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DISCOVER HOW TO BUILD YOUR FUTURE TODAY.

COURSE DELIVERY

This course can be delivered in a flexible program of **online, correspondence, mixed-mode or classroom*** based learning.

Theory: Students may complete their assessments at their own pace. Support from a designated trainer is available via email, phone, SMS and video call.

Practical: Practical assessments may be carried out in the classroom with the designated trainer present or within the workplace (supervisor observation required) or within a simulated environment.

**Classroom may be arranged on a case-by-case basis. Minimum numbers may apply. Ask us for more information.*

CERTIFICATE

On successful completion of all assessments each participant will receive a Statement of Attainment in:

- **Leadership Essentials**

The successfully completed units provide credit towards a BSB42015 Certificate IV in Leadership and Management.

COURSE FEES - \$249

Subsidised Training: Participants may be eligible to receive subsidised training or a fee reduction through the NSW Government Smart & Skilled program. Contact Acacia for further information on determining your eligibility or visit <https://smartandskilled.nsw.gov.au/are-you-eligible>

This training is subsidised by the NSW Government.

ELIGIBILITY

To be eligible to receive Smart and Skilled funding, applicants must meet the following criteria:

- living or working in NSW
- 15 years old or older and no longer at school
- an Australian citizen, Australian permanent resident, humanitarian Visa holder or New Zealand citizen.

STUDENT SUPPORT

Academic support

Students have access to trainer support throughout the duration of their course, whether they are learning via correspondence, online, or in class. Our experienced trainers are available to answer any questions students may have regarding the learning materials and assessments. The appointed trainer can be contacted via email, phone or video call, students will be provided with these contact details on course commencement.

Administrative support

The administrative team is available during business hours (9am - 5pm) Mondays to Fridays and can assist students with all administrative enquiries or issues, including enrolment, change of contact details, class schedules, online learning and certification. The administrative team can be contacted using details further below.

APPLICATION TO ENROL

Acacia is committed to ensuring all applicants clearly understand the details and outcomes of the course they are enrolling in.

For information on the enrolment process and to apply please speak with your workplace coordinator, job service provider, contact us directly or use the online link on our website.

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