

# **NDS EMERGING LEADERS PROGRAM**

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**BSB40520  
CERTIFICATE IV IN  
LEADERSHIP AND MANAGEMENT**

# AUSTRALASIAN LEADERSHIP ACADEMY (ALA) OPPORTUNITIES

## OUR POINT OF DIFFERENCE

We offer a holistic, innovative and customised approach to training and development including but not limited to:

- Key Account Management
- Tailored program solutions to client's needs
- Corporate training nationally & internationally
- Flexible delivery methodologies
- Flexible, Fast Track Programs
- High level qualifications / training pathways
- Management and leadership workshops
- Ongoing coaching and mentoring
- Quality partnerships and alliances



## WHY STUDY WITH ALA?

- We offer customised, flexible delivery options
- You can study where you want, when you want
- We offer global Project Management, Leadership & Management content
- We have developed world class leadership learning material in digestible portions, personalised to deliver content most relevant to you
- Our programs and learning materials have been designed specifically for student centred learning – outcome focused & workplace application
- Our trainers are industry professionals with experience in supporting eLearning participants
- Our dedicated support team is there to help you every step of the way
- Our Training Portal provides you with opportunities to interact with trainers and track your progress
- Our programs are nationally recognised and meet professional licensing and registration requirements (AIPM RegPM Industry Certification)

# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

## BSB40520

This program is designed for people who are developing and emerging leaders and managers in a range of enterprise and industry contexts: coordinator, leading hand, or supervisor. It's intended to build on your current expertise and knowledge.

For individuals not currently in managerial roles or new to supervisor / manager roles, this program is designed to enhance their skills and knowledge, preparing them to step into leadership positions.

By leveraging existing expertise and aligning it with contemporary business practices, this program can instill the confidence needed to propel one's career forward.

This nationally recognised qualification targets aspiring leaders, equipping them with specialised knowledge to:

- Communicate effectively as a workplace leader
- Execute operational plans
- Foster innovation
- Lead productive workplace relationships and teams
- Implement customer service strategies



## PROGRAM DETAILS

Delivery mode	Online Self-paced
Program Duration	Maximum 12 months
Assessment	Workplace applied research tasks, evidence portfolio, workplace business improvement project, third party report, competency conversation
Qualification	Certificate IV
Nationally Recognised	Yes
Awarded by	Australasian Leadership Academy (ALA)

## POTENTIAL ROLE

- Team Leader
- Supervisor
- Leading Hand
- Coordinator



# What you need to know about this program

## How is the program delivered?

This is a Blended eLearning program. This means that you will complete your knowledge and initial skills development through online learning with specific milestones to complete along the way. You will also receive 2 x 1:1 mentoring sessions with an ALA assessor.

## What is online learning?

ALA's online Portals feature world class project management learning material in digestible portions, customised to deliver content most relevant to your program.

Through ALA Percipio you will:

- access your eLearning content

Through ALA Training Portal you will:

- complete your enrolment & USI
- access your program templates & instructions
- undertake and upload assessments
- upload business improvement documentation
- receive feedback from your assessor
- track your progress
- access your training plan

## What learning materials are included with this course?

Your learning materials are accessed through ALA Training Portal. These include:

- participant handbook & fact sheets
- project requirements/instructions
- templates
- eLearning content - Percipio

## How is the program assessed?

During the course, you will undertake:

- research tasks & workplace application
- portfolio of evidence
- workplace project / business improvement
- third party report
- competency conversation

Some assessments may include a component for participants to record a video on your smartphone or webcam. The requirements for these videos vary, depending on the assessment. Your assessor may also choose to provide feedback to you via video recording

## What about Recognition of Prior Learning (RPL)?

We understand that you may already have many skills and areas of expertise that you have obtained in different ways, and these are recognised through our Recognition of Prior Learning (RPL) process.

ALA has developed a streamlined, online, self-evaluation RPL process for this course. The Participant Handbook, available on the ALA website and Training Portal, provides more information about our RPL process. Alternatively, you can contact an ALA project officer to discuss your RPL options.

## What is the duration of the course?

The maximum duration for the program is 12 months



## 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.

## What are the admission requirements for the course?

### Minimum age requirements

You will need to be at least 18 years old

### Education requirements

While there are no formal education entry requirements, preferred pathways for participants considering this qualification may include:

BSB40520 Certificate IV in Leadership & Management and a minimum of 2 years of vocational experience, or at least two to five years of relevant vocational experience.

### English language requirements

This program requires you to read comprehensive online content, undertake a range of written assessments and engage in online discussion forums. Furthermore, the delivery mode relies on the extensive use of written communication.

As such, entry to the program requires English proficient to Year 10 level or a NRT or Trade qualification at the Certificate IV level or higher, or 2 to 5 years of work experience in a role that requires the use of written documentation and communication, or the completion of an approved English language test.

## Computing requirements

You will need access to a computer and the internet, and you must have basic computing skills.

### Minimum specifications for your computer are:

- Microsoft Office 2013 or equivalent
- broadband internet connection
- 2GB of RAM
- Adobe Reader XI or equivalent
- Adobe Flash Player 10 or higher.
- Latest version of the following browsers: Chrome, Safari, Firefox, or Internet Explorer
- JavaScript and cookies must be enabled

### Specific requirements for Windows users

- Microsoft Windows XP or higher (Windows 7 or higher is recommended)
- 2 gigahertz (GHz) or faster processor

### Specific requirements for Mac OS users:

- Mac OS X v 10.6.8 or higher
- 2 gigahertz (GHz) or faster Intel processor

### Recommended settings for mobile

- Default Android browser or Mobile Safari
- Android 2.3+ or iOS 7.0+
- Devices: iPad2+, iPhone 4GSM or iPod touch (5th generation)
- Devices: All android, apple or blackberry phones and tablets
- Android 2.3+
- Win8 app
- Devices: All tablets, laptops and desktops
- Windows 8.1+

## Audio-visual requirements

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

You will also need access to a digital video recording device and associated software to save and upload video, audio and image files to ALA Training Portal. Many mobile phones and smartphones include this technology.

## What support services are available?

During your studies with ALA, you will have access to a comprehensive range of support services.

These include:

### Academic support

Your experienced trainers are available in ALA Training Portal or via email to answer any questions you may have regarding the learning materials or assessments. Your program coordinator can also provide you with advice and support regarding the overall course.

### Participant support

The Participant support team is your one-stop service centre for all participant administrative issues – including enrolment, change of contact details, ALA Percipio or Training Portal support, assessment results and certificate. You can access the participant support team email or phone 1800 997 304.

### Learning support

The learning support team is a dedicated team of specialists that provide you with a comprehensive induction to studying with ALA as well as specific support if you encounter learning difficulties during your studies. Learning support resources, such as writing guides, are available if required. You can access the learning support team via your trainer or ALA's support team.

[info@australasianleadership.com](mailto:info@australasianleadership.com)

### Peer support

As a participant of ALA you can also access our study buddy system. This enables you to connect with other ALA participants studying your program. Participants find this is a great way to keep motivated and build lasting relationships and networks.

### More information?

The Participant Handbook, available on the ALA website & Training Portal, provides more detailed information on the support services available to participants. We recommend that you read the Participant Handbook prior to enrolling with us.

## What will I obtain on completion of the course?

Upon successful completion of this program, you will receive a nationally recognised BSB40520 Certificate IV in Leadership and Management. ALA is a Registered Training Organisation (RTO ID: 41012).

## What funding support options exist?

ALA will work with individuals and organisations to source any available funding for eligible participants (where applicable).



# Themes and Units

Once you are enrolled in the program, you will need to participate in a virtual induction. Access to ALA Training Portal will provide you with your Training Plan and Program Outline to guide you through the Themes, Workplace Project and eLearning Research Tasks & Workplace Activities.

## THEME 1 – PEOPLE & PERFORMANCE

### MODULE

Personal Accountability

People Management

### Unit of Competence

BSBPEF402 Develop personal work priorities

BSBLDR411 Demonstrate leadership in the workplace

## THEME 2 – BUSINESS PLANNING

### MODULE

Operational Planning & Execution

### Unit of Competence

BSBOPS402 Coordinate business operational plans

## THEME 3 – WORKPLACE COMMUNICATION & RELATIONSHIPS

### MODULE

Communication

Organisation Relationships

### Unit of Competence

BSBLDR412 Communicate effectively as a workplace leader

BSBXCM401 Apply communication strategies in the workplace

BSBLDR413 Lead effective workplace relationships

## THEME 4 – LEADING & INNOVATION

### MODULE

Innovation

Leadership & Teamwork

Leading Diversity

### Unit of Competence

BSBSTR401 Promote innovation in team environments

BSBLDR414 Lead team effectiveness

BSBXTW401 Lead and facilitate a team

BSBLDR521 Lead the development of diverse workforces

## THEME 5 – FOCUS ON CUSTOMERS & SELF

### MODULE

Customer Relationships

Wellbeing

### Unit of Competence

BSBOPS404 Implement customer service strategies

BSBPEF401 Manage personal health and well being

For full program competency details visit [www.training.gov.au](http://www.training.gov.au)

# Studying with ALA

ALA provides you with the flexibility to study wherever and whenever you want. We understand that our participants are constantly juggling multiple priorities, so our unique learning approach has been specifically designed to enable you to fit education and training around your lifestyle.

After you enrol with ALA you will be provided with access to our cutting-edge Training Portal. Here are some of the key features and benefit of ALA Training Portal:



## Access

Access your eLearning materials, assessments and online resources, wherever you have an internet connection. You can also download your eLearning courses, participant guides and templates so that you can study wherever and whenever it suits you.



## Connections

You will have access to your trainers, assessors and mentors virtually through ALA Training Portal, which is also where you will complete & submit your assessment tasks, receive feedback & results. Our blended programs offer peer group study sessions and 'study buddy' / internal mentors.



## Knowledge

ALA Percipio is your link to Courses, Exec Summaries, Case Studies, Videos, Simulations, Audio Books etc. from around the world.



Access to technical support team using the online enquiry feature – Live Help.

ALA Percipio also provides a detailed searchable database of Frequently Asked Questions through Quick Links, so that we can provide you with 24/7 responses to many of the common queries.

Note: For an introduction to Percipio, take a guided tour! An animated presentation of Percipio's features is available on the Percipio product page, which is accessible from [www.skillsoft.com](http://www.skillsoft.com).

## How to Enrol

### For self-enrol Programs:

Go directly to the ALA website to ENROL NOW -

<https://australasianleadership.com/nds-ala-emerging-leaders-program/> or [NDS Website](#) for more information

### For Groups of Face to Face Workshops:

If your company is paying for your fees, please contact ALA Admin team at: [info@australasianleadership.com](mailto:info@australasianleadership.com)

OR Phone us on 1800 997 304

To organise Group registration and invoices

### For RPL:

Contact ALA's admin team to complete the enrolment process and self-evaluation / RPL process.

email: [info@australasianleadrship.com](mailto:info@australasianleadrship.com)

### Need more information?

We appreciate that choosing the right program is important. If you would like to discuss your career or program options, please do not hesitate to call the ALA team on 1800 997 304 or email [info@australasianleadership.com](mailto:info@australasianleadership.com) with your questions



## OUR PARTNERS

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