

Leadership and Management Skillset

Statement of Attainment in Leadership and Management

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

This skillset program consists of 4 units of competency taken from the Leadership and Management training package and is designed for workers who are currently working in a supervisory, team leader or management role currently working for Cerebral Palsy Alliance.

For Cerebral Palsy Alliance employees, Certificate IV in Leadership and Management is the desired minimum qualification for all Team Leaders and Managers. Start your journey towards the full qualification by completing this skillset made up from 4 units of competency carefully selected by Senior Managers for staff at Cerebral Palsy Alliance.

You can register your interest for the next semester intake by clicking **Register below**.

Why choose this course?

Quality leaders and managers are pivotal to the success of any organisation. This skillset is an ideal entry point to management that develops leaders and managers.

It takes a practical approach to expand your own leadership and management capability. This includes facilitated group sessions and opportunities to network and discuss ideas with other team leaders and managers working in the community sector. It creates opportunities to explore and discuss current and emerging best practices for managers in the community sector and practice strategies for promoting innovation and communicating effectively in the workplace. Our experienced facilitators and guest speakers draw upon real-life case studies and examples to ensure the knowledge you gain is practical and applicable to your role.

The units offered through Training Alliance tailor the course for people working in community sector roles such as:

- Team Leaders
- Supervisors
- Managers

What content does the program cover?

This skillset is a blend of in-person training, virtual learning, learning in the workplace and self-paced learning

Unit Code	Unit Title	Core / Elective
BSBSTR401	Promote innovation in team environments	E
BSBPEF502	Develop and use emotional intelligence	E
BSBPEF402	Develop personal work priorities	E
BSBXCM401	Apply communication strategies in the workplace	C

Does the program have any prerequisites?

No qualifications are necessary to participate in this course. The following prerequisites are required:

- Permanent full time or part time CPA employee
- Completion of all CPA orientation and management induction training as outlined in the CPA Training Guide and Learning Journeys
- Approval from your manager

A high level of reading, writing, oral communication and numeracy skills to manage a team and complete the qualification, is required.

As part of the enrolment process all applicants must complete a Skills Check to determine where you might need extra support with:

- Discussing complex ideas and issues
- Communicating to people in plain English
- Writing complex reports
- Maintaining Organisational policies and procedures
- Undertaking independent research online or with other organisations
- Managing budgets, analyse numerical information in charts, graphs and tables

To successfully complete this course, you also will require basic computing skills. This includes:

- Creating, saving and editing Microsoft Office documents
- Accessing and searching the internet
- Downloading and saving documents from websites
- Uploading documents through websites

Do I get recognition for the certificates I have already studied?

Yes, you can apply for a credit transfer for units of competency you have already completed.

You may also apply for recognition of prior learning (RPL) where you can demonstrate skills and knowledge you already have.

How will my course work be assessed?

You are required to complete a set of structured assessment tasks for each module you undertake. These tasks provide evidence that you have understood the training and applied it in the workplace. Satisfactory completion of all assessment tasks is required before a credential can be awarded.

This means that in order to attain the Statement of Attainment, you need to do more than just attend the training. You will need to commit to personal study time to complete assessment the requirements.

Examples of the evidence typically requested from students as part of their assessment tasks include:

- Answers to knowledge-based questions and questions demonstrating application of the required knowledge
- Completion of case studies
- Tasks completed in consultation with your manager and team
- Research tasks completed in the workplace and in your own time

Upon graduation, you will be awarded with a Statement of Attainment for the 4 units of competency listed above.

What is the cost?

This programme is funded by NSW Smart & Skilled. Any Cerebral Palsy Alliance participate not eligible for NSW Smart & Skilled funding will be sponsored by Cerebral Palsy Alliance.

Please note our cancellation policy below.

How long does the course take?

This course duration is approximately 4 months. The first class is scheduled for 24 August 2021 and further class dates are still to be announced.

Where is the course held?

The face-to-face sessions are held at the Cerebral Palsy Alliance Allambie Campus.

What else do I need to know?

- You will need access to a computer and the internet.
- Everyone undertaking a nationally recognised course Australia wide is required to have a Unique Student Identifier (USI). Your USI will link to an online account that will contain all your nationally recognised training records and results from 2015 on. You will need to supply your USI to us as your Registered Training Organisation.

For more information see www.usi.gov.au

How do I apply?

To apply for this skillset, please register below.

Where can I get more information?

Contact: The Training Alliance Team

Email: training@cerebralpalsy.org.au

Phone: +61 2 9975 8715

Cancellation conditions apply

Once you have successfully completed this skillset, there may be an opportunity to continue your studies and complete the full Certificate IV in Leadership & Management qualification. [Click here](#) for more information.

Please enquire regarding available dates.