



NDA

TRAINING TASMANIA

Training in Leadership & Management Coaching & Mentoring



**Workforce
Coordination
Project**

NDA Training Tasmania, in conjunction with the Workforce Coordination Project (TasCOSS and partnering sector peak bodies NDS, ECA Tasmania Branch, Aging Australia), and Skills Tasmania are offering fully funded training in the following:

Leadership and Management Skill Set

- BSBLDR413 – Lead effective workplace relations
- BSBXTW401 – Lead and facilitate a team
- BSBLDR414 – Lead team effectiveness

The above 3 units can be used towards the Certificate IV in Leadership and Management. Successful completion of these units will result in a Statement of Attainment and will count towards ¼ of the required 12 units for the full qualification.

TAESS00017 Workplace Supervisor Skill Set

- TAEDEL311 – Provide work skill instruction
- TAEDEL414 – Mentor in the workplace
- TAEASS311 – Contribute to Assessment

The above 3 units can be used towards the TAE40122 Certificate IV in Training and Assessment. Successful completion of these units will result in a Statement of Attainment and will count towards ¼ of the required 12 units for the full qualification.

Why NDA?

NDA is a 100% locally owned and operated Registered Training Organisation (RTO) and has been providing training to the Tasmanian community for over 35 years.

Entry Requirements

- Employment or active engagement in the Community Services Industry (Aged Care, Disability, Education and Care or Social Services).
- Have access to a computer (with Adobe Reader, Microsoft Word and internet access)
- Have a reasonable level of language, literacy and numeracy skills
- Have an intermediate level of technology skills
- Be able to attend ALL training days as per the below dates.



How is the Qualification Delivered?

The training will be delivered face-to-face in a classroom. Each Skill Set will be delivered over 3-days and will be offered in both Hobart and Launceston. There will be some post course work required for the

Classroom Delivery Sessions

Below is the classroom delivery schedule for the training.

Leadership and Management Skill Set	Duration
BSBLDR413 – Lead effective workplace relations	1 Day
BSBXTW401 – Lead and facilitate a team	1 Day
BSBLDR414 – Lead team effectiveness	1 Day
TAESS00017 Workplace Supervisor Skill Set	
TAEDEL311 – Provide work skill instruction	3 days (consecutive)
TAEDEL414 – Mentor in the workplace	
TAEASS311 – Contribute to assessment	

Course Dates - 2025

Leadership and Management Skill Set

Hobart

19 March
29 April
27 May

Launceston

18 March
30 April
20 May

TAESS00017 Workplace Supervisor Skill Set

Hobart

8/9/10 April

Launceston

1/2/3 April

Next Steps

Please complete the [Enrolment Form on the NDA website](#) or contact Janelle Calder at NDA, for more information bookings@nda.com.au or 03 6334 4910.

