



NDA

TRAINING TASMANIA

Round 2 - 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
BSBPFE502 – Develop and Use Emotional Intelligence

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 1/4 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 1/4 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 40 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 for the enrolled Skill Set, as per the below dates.



How is the Qualification Delivered?

The training will be delivered face-to-face in a classroom. There will be some post course work required in between sessions.

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
BSBPEF502 – Develop and Use Emotional Intelligence	1 Day
TAESS00017 Workplace Supervisor Skill Set	
TAEDEL311 – Provide work skill instruction	2 days
TAEDEL414 – Mentor in the workplace	
TAEASS311 – Contribute to assessment	2 days
Observations – 1:1 Delivery, Assessment tasks	

Course Dates – Round 2, 2025

Leadership and Management Skill Set

Launceston

30 June / 30 July / 25 August

TAESS00017 Workplace Supervisor Skill Set

Hobart

19/20 June

17/15 July

Launceston

1/2 July

5/6 August

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.

