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Industry Leadership Development Program (ILDP)

Designed to assist Supervisors, Leading Hands, Team Leaders and Managers with Team motivation, collaboration, performance and engagement of their teams to achieve excellence.

Assisting Today's Supervisors & Managers with their Development as the Industry Leaders of Tomorrow



PROGRAM OVERVIEW

The Ballistic Training Solutions Industry Leadership Development Program (BTS – ILDP) is designed specifically to provide your teams with industry leading support training and development to ensure that your business achieves its performance objectives whilst leading, supporting and guiding its teams.

The BTS – ILDP is comprised of 3 industry focused and tailored programs to ensure your leadership is engaged in supporting your team’s performance and focused on success.



Linking to Nationally recognised qualifications and tailored to your industry and workplace requirements, each program is focused on engaging your team in creative, forward thinking and innovative strategies and solutions that link to the award of a nationally accredited qualification upon successful completion.

Core Program Overview

BTS CODE	PROGRAM	TARGET	LINKAGE	OUTCOME	WORKPLACE DELIVERY	REMOTE DELIVERY
BTS ILDP 1	Team Supervisor Leadership Development Program	Team Leaders / Supervisors	Frontline Supervision and leadership engagement	BSB40520 Certificate IV in Leadership and Management	Face to Face Supported Workshop and Workplace Project Assessments	Student Workbook Assessment Activities Supported by Trainer & Assessor Review Points.
BTS ILDP 2	Managers Leadership Development Program	Site Manager, Regional Manager Senior Managers	Team Success, Organisational Future Planning and Success	Double Diploma (BSB50420 Diploma of Leadership and Management / BSB50120 Diploma of Business)	Face to Face Supported Workshop and Workplace Project Assessments	Student Workbook Assessment Activities Supported by Trainer & Assessor Review Points.
BTS ILDP 3	Supervisor Leadership and Safety Program	Safety Supervisors, Work Health & Safety Officers (WHSO), Safety Leaders	Health & Safety Culture, Safety Leadership and Legislative Requirements Linked to Organisational Performance & Success	Double Cert IV (BSB41419 Certificate IV in Work Health and Safety / BSB40520 Certificate IV in Leadership and Management)	Face to Face Supported Workshop and Workplace Project Assessments	Student Workbook Assessment Activities Supported by Trainer & Assessor Review Points.

YOUR TEAMS KEY TO SUCCESS

INNOVATIVE LEADERSHIP – POSITIVE TEAM CULTURE - PLANNING FOR SUCCESS – STAKEHOLDER & SUPPLY CHAIN ENGAGEMENT – SAFETY INNOVATION – BUSINESS PERFORMANCE & DELIVERY – FUTURE OPPORTUNITIES & SUCCESS

BTS ILDP1 - Team Supervisor Leadership Development Program

Qualification Pathways

BSB40520 Certificate IV in Leadership & Management

Anticipated Timeframe – 4 to 6 Months

Full Time Contact Hours – 8 Days

Workplace Tasks/Projects – Yes

Tailored Industry Delivery Available - Yes

Intensive Organisational Leadership Program incorporating

- Organisational Culture
- Professional Development Planning
- Leading teams for success
- Operational Planning
- Organisational Policy Procedure
- Consultation & Communication
- Leadership & Management Principles
- Legislation in Australia
- Workplace Relationships
- Continuous Improvement
- Presentations and Team Engagement
- Project Planning and contingency development
- Workforce diversity
- WHS policies, procedures and strategies



Overview

This training program is facilitated by organisations as part of their workforce planning strategy for Supervisors, Superintendents, Foremen, Leading Hands and Team Leaders. The Industry Leadership Development Program addresses the need to enhance the effectiveness of supervisors in collaborating, working constructively and inspiring their teams through a safety and excellence first culture.

Purpose

Upon completion of the program, supervisors and leading hands will have a detailed understanding of organisational policies and procedures along with the underpinning knowledge and skills in the application of enhancing team and individual effectiveness, in line with the project priorities and application of safety systems and procedures that directly lead to enhancing both productivity and team performance.

Core learning activities include team-based communication, engagement, empowerment and mentoring for success along with leadership principles, strategies and measuring self-performance.

Target Audience

This program is targeted towards aspiring leading hands, Supervisors, Managers and those seeking leadership roles in the workplace.

Outcomes

The program has been mapped and aligned to units of competency from the Certificate IV in Leadership and Management. On Completion of the program participants will progress in the development of the following attributes:

Assessments

Competency is demonstrated by performance of all stated criteria, including critical aspects and the underpinning knowledge and skills components. The elements of competency in this unit will be assessed by:

1. Observation of satisfactory performance of stated activities
2. Practical assessment activities
3. Role play & case study review
4. Knowledge based theory assessments
5. Project and Workplace performance activities



All assessment items must be completed satisfactorily to be deemed competent in each unit.

Post Course Workplace / Simulated Workplace Project Assessment Requirements

Upon successful completion of class workshop activities, students will be tasked with specific workplace project assessment activities.

Workplace project activities are to be completed 3 months from the date of completion of the workshop/class activities.

Post Course Completion activities include:

- a) Team productivity planning and review
- b) Diversity planning and policy development
- c) Team Goal setting, planning and review
- d) Team consultation communication engagement planning
- e) Hazard & risk assessment identification planning and strategies
- f) Plan and present information
- g) Operational Planning development, implementation and review
- h) Development of organisational strategic planning tools
- i) Review of leadership styles and workplace team support requirements
- j) Team KPI development, reviews and actions

Assessment Coding

Assessment of this program of study is based on competency-based principles. Individual assessment tasks will be resulted either:

Satisfactory **S** Not Satisfactory **NS**

Where all assessments within a unit have been deemed satisfactory, the final result for the Unit will be: Competent (C)

Where there are some assessments with a Not Satisfactory outcome, the interim result for the unit will be: Not Yet Competent (NYC)

Assessment Re-sit

Where required, you can resubmit assessment tasks that have been deemed Not Satisfactory once only, in consultation with your facilitator. This may require your facilitator to set a new task, depending on the degree to which the original assessment evidence was deemed insufficient. Should the resubmission be deemed Not Satisfactory, a training plan will be established between the organisation and yourself to effectively manage the gaps in knowledge and understanding of organisational Safety Management Strategies.

Award

On successful completion of the program students will receive a Certificate IV in Leadership & Management recognised under the Australian Qualification Framework.

Students who do not complete the program will receive Statements of Attainments for Units of Competency Successfully completed.

Units of Competency covered in this program include:

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBXC401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBLDR521	Lead the development of diverse workforces	Elective - A
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective - A
BSBOPS403	Apply business risk management processes	Elective - A
BSBPEF402	Develop personal work priorities	Elective - A
BSBPEF502	Develop and use emotional intelligence	Elective - B
BSBSTR502	Facilitate continuous improvement	Elective - A
BSBPMG430	Undertake project work	Elective - B

On successful completion of these units of competency, Ballistic Training Solutions will issue a nationally recognised Qualification or Statement of Attainment, in accordance with the Australian Qualifications Training Framework requirements.

Packaging Rules

- Total number of units = 12
- 5 core units plus
- 7 elective units, of which:
- 4 units must be selected from Group A
- 3 units may be additional units selected from Group A or Group B

Cost

Cost is dependent on team locations, availability, logistical planning & level of organisational specific tailoring required

More Details

Contact the Team at Ballistic Training Solutions Pty Ltd



Assessments

Competency is demonstrated by performance of all stated criteria, including critical aspects and the underpinning knowledge and skills components. The elements of competency of this unit will be assessed by:

6. Observation of satisfactory performance of stated activities
7. Practical assessment activities
8. Role play & case study review
9. Knowledge based theory assessments
10. Project and Workplace performance activities



All assessment items must be completed satisfactorily to be deemed competent in each unit.

Post Course Workplace / Simulated Workplace Project Assessment Requirements

Upon successful completion of class workshop activities students will be tasked with specific workplace project assessment activities.

Workplace project activities are to be completed 3 months from the date of completion of the workshop/class activities.

Post Course Completion activities include:

- a) Development and implementation of team emotional intelligence strategies
- b) Development implementation and monitoring of Operational Plans
- c) Develop workplace communication and engagement strategies
- d) Undertake project planning and contingency review and assessments
- e) Implementation of business risk assessment strategies
- f) Development and management of personal and professional work priorities
- g) People performance, reviews and strategies
- h) Continuous improvement innovation and planning for success
- i) Team communication strategies and team cohesion
- j) Workplace Safety planning, development and review strategies
- k) Development of business procedures forms and tools
- l) Plan and undertake market research, client meeting and stakeholder engagement planning
- m) Undertake a Task JSA review and document measures taken and consultation through pre-start briefing.
- n) Facilitate a Team Safety briefing (Toolbox) on legislation and safety obligations in the workplace
- o) Undertake Task Observations on Work methodology, review and make recommendations, undertake consultation and document process and implementation
- p) Review Site Emergency Plan, undertake consultation and provide recommendations and feedback
- q) Undertake an incident investigation (actual or hypothetical) in the workplace documenting the process, activities, findings, recommendations and actions undertaken resulting from the activity.
- r) Team Goal setting, planning and review

Assessment Coding

Assessment of this program of study is based on competency based principles. Individual assessment tasks will be resulted either:

Satisfactory **S** Not Satisfactory **NS**

Where all assessments within a unit have been deemed satisfactory, the final result for the Unit will be: Competent (C)

Where there are some assessments with a Not Satisfactory outcome, the interim result for the unit will be: Not Yet Competent (NYC)

Assessment Re-sit

Where required you can resubmit assessment tasks that have been deemed Not Satisfactory once only, in consultation with your facilitator. This may require your facilitator to set a new task, depending on the degree to which the original assessment evidence was deemed insufficient. Should the resubmission be deemed Not Satisfactory, a training plan will be established between the organisation and yourself to effectively manage the gaps in knowledge and understanding of organisational Safety Management Strategies.

Award

On successful completion of the program students will receive the following qualifications recognised under the Australian Qualification Framework.

1. BSB51918 Diploma of Leadership & Management
2. BSB50215 Diploma of Business

Students who do not complete the program will receive Statements of Attainments for Units of Competency Successfully completed.

Units of Competency Covered in this program include:

1. BSB50420 Diploma of Leadership & Management

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBOPS502	Manage business operational plans	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBTWK502	Manage team effectiveness	Core
BSBTWK503	Manage Meetings	Elective
BSBOPS504	Manage business risk	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBLDR522	Manage people performance	Elective
BSBSTR502	Facilitate continuous improvement	Elective

Packaging Rules

Total number of units = 12
 6 core units plus
 6 elective units listed above

Cost

Cost is dependent on team locations, availability, logistical planning & level of organisational specific tailoring required

More Details

Contact the Team at Ballistic Training Solutions Pty Ltd



2. BSB50120 Diploma of Business

UNIT CODE	UNIT NAME	CORE / ELECTIVE	Business Operations	Leadership
BSBCRT511	Develop critical thinking in others	Core	X	X
BSBFIN501	Manage budgets and financial plans	Core	X	X
BSBOPS501	Manage business resources	Core	X	X
BSBSUS511	Develop workplace policies and procedures for sustainability	Core	X	X
BSBXC501	Lead communication in the workplace	Core	X	X
BSBOPS502	Manage business operational plans	Elective - A	X	
BSBPMG430	Undertake project work	Elective - A	X	
BSBTWK503	Manage meetings	Elective - A	X	
BSBOPS504	Manage business risk	Elective - A	X	
BSBLDR522	Manage people performance	Elective - B		X
BSBLDR523	Lead and manage effective workplace relationships	Elective - B		X
BSBTWK502	Manage team effectiveness	Elective - B		X
BSBPEF501	Manage personal and professional development	Elective - B	X	X
BSBWHS521	Ensure a safe workplace for a work area	Elective - D	X	X
BSBPEF502	Develop and use emotional intelligence	Elective - C		X
BSBSTR502	Facilitate continuous improvement	Elective - C	X	X

On successful completion of these units of competency, Ballistic Training Solutions will issue a nationally recognised Qualification and/or Statement of Attainment, in accordance with the Australian Qualifications Training Framework requirements.

Packaging Rules

Total number of units = 12

5 Core and 7 Elective of Which:

2 elective units must be selected from Group A

for the remaining 5 elective units:

up to 5 units may be selected from Groups A – I

if not listed, up to 2 units may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Specialisations

This qualification can provide for specialisations. To achieve a specialisation, the following additional packaging rules must be adhered to:

- For specialisation in Business Operations , 4 elective units must be selected from Group A
- For specialisation in Leadership , 4 elective units must be selected from Group B



Cost

Cost is dependent on team locations, availability, logistical planning & level of organisational specific tailoring required

More Details

Contact the Team at Ballistic Training Solutions Pty Ltd

BTS ILDP3 - Supervisor Leadership and Safety Program

Qualification Pathways

3. BSB41419 Certificate IV in Work Health and Safety
4. BSB40520 Certificate IV in Leadership & Management

Anticipated Timeframe – 6 to 12 Months

Full Time Contact Hours – 16 Days

Workplace Tasks/Projects – Yes

Tailored Industry Delivery Available - Yes

Intensive Organisational Leadership Program incorporating

- Organisational Culture
- Professional Development Planning
- Leading teams for success
- Operational Planning
- Organisational Policy Procedure
- Consultation & Communication
- Leadership & Management Principles
- Safety Legislation in Australia
- Hazard Identification & Risk Management
- Documentation & Continuous Improvement
- Emergency Management
- Incident Investigation
- Injury Management & Return to Work



Overview

This training program is facilitated by organisations as part of their workforce planning strategy for Supervisors, Superintendents, Foremen, Leading Hands and Team Leaders. The Industry Leadership Development Program addresses the need to enhance the effectiveness of supervisors in collaborating, working constructively and inspiring their teams through a safety and excellence first culture.

Purpose

Upon completion of the program, supervisors and leading hands will have a detailed understanding of organisational policies and procedures along with the underpinning knowledge and skills in the application of enhancing team and individual effectiveness in line with the project priorities and application of safety systems and procedures that directly lead to enhancing both productivity and team performance.

Core learning activities include team-based communication, engagement, empowerment, mentoring for success along with leadership principles, strategies and measuring self-performance.

Target Audience

This program is targeted towards aspiring leading hands, Supervisors, Managers and those seeking leadership roles in the workplace.

Outcomes

The program has been mapped and aligned to units of competency from the Certificate IV in Leadership and Management. On Completion of the program participants will progress in the development of the following attributes:

Assessments

Competency is demonstrated by performance of all stated criteria, including critical aspects and the underpinning knowledge and skills components. The elements of competency of this unit will be assessed by:

11. Observation of satisfactory performance of stated activities
12. Practical assessment activities
13. Role play & case study review
14. Knowledge based theory assessments
15. Project and Workplace performance activities



All assessments items must be completed satisfactorily to be deemed competent in each unit.

Post Course Workplace / Simulated Workplace Project Assessment Requirements

Upon successful completion of class workshop activities students will be tasked with specific workplace project assessment activities.

Workplace project activities are to be completed 3 Months from the date of completion of the workshop/class activities.

Post Course Completion activities include:

- a) Develop a SWMS in consultation with a Workgroup
- b) Undertake a Task JSA review and document measures taken and consultation through pre-start briefing.
- c) Facilitate a Team Safety briefing (Toolbox) on legislation and safety obligations in the workplace
- d) Undertake Task Observations on Work methodology, review and make recommendations, undertake consultation and document process and implementation
- e) Review Site Emergency Plan, undertake consultation and provide recommendations and feedback
- f) Undertake an incident investigation (actual or hypothetical) in the workplace documenting the process, activities, findings, recommendations and actions undertaken resulting from the activity.
- g) Supply supervisor/managers referee report on demonstration of application of core unit knowledge and skills.
- h) Team productivity planning and review
- i) Diversity planning and policy development
- j) Team Goal setting, planning and review
- k) Team consultation communication engagement planning
- l) Hazard & risk assessment identification planning and strategies
- m) Plan and present information
- n) Operational Planning development, implementation and review
- o) Development of organisational strategic planning tools
- p) Review of leadership styles and workplace team support requirements
- q) Team KPI development, reviews and actions

Assessment Coding

Assessment of this program of study is based on competency based principles. Individual assessment tasks will be resulted either:

Satisfactory **S** Not Satisfactory **NS**

Where all assessments within a unit have been deemed satisfactory, the final result for the Unit will be: Competent (C)

Where there are some assessments with a Not Satisfactory outcome, the interim result for the unit will be: Not Yet Competent (NYC)

Assessment Re-sit

Where required, you can resubmit assessment tasks that have been deemed Not Satisfactory once only, in consultation with your facilitator. This may require your facilitator to set a new task, depending on the degree to which the original assessment evidence was deemed insufficient. Should the resubmission be deemed Not Satisfactory, a training plan will be established between the organisation and yourself to effectively manage the gaps in knowledge and understanding of organisational Safety Management Strategies.

Award

On successful completion of the program students will receive the following qualifications recognised under the Australian Qualification Framework.

1. BSB41419 Certificate IV in Work Health and Safety
2. BSB40520 Certificate IV in Leadership & Management

Students who do not complete the program will receive Statements of Attainments for Units of Competency successfully completed.

Units of Competency covered in this program include:

2. BSB41419 Certificate IV in Work Health and Safety

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBWHS412	Assist with workplace compliance with WHS laws	Core
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	Core
BSBWHS414	Contribute to WHS risk management	Core
BSBWHS415	Contribute to implementing WHS management systems	Core
BSBWHS416	Contribute to workplace incident response	Core
BSBWHS417	Assist with managing WHS implications of return to work	A - Elective
BSBWHS418	Assist with managing WHS compliance of contractors	A - Elective
BSBWHS419	Contribute to implementing WHS monitoring processes	A - Elective
BSBLDR411	Demonstrate leadership in the workplace	B - Elective
BSBLDR413	Lead effective workplace relationships	Import



Packaging Rules

Total number of units = 10

5 core units plus

5 elective units, of which:

3 units must be selected from Group A

2 units may be additional units selected from Group A or Group B or

any currently endorsed Training Package or accredited course

at the same qualification level

Cost

Cost is dependent on team locations, availability, logistical planning & level of organisational specific tailoring required

More Details

Contact the Team at Ballistic Training Solutions Pty Ltd

3. BSB40520 Certificate IV in Leadership & Management

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBXC401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBLDR412	Communicate effectively as a workplace leader	Elective - A
BSBLDR413	Lead effective workplace relationships	Core
BSBOPS402	Coordinate business operational plans	Core
BSBLDR521	Lead the development of diverse workforces	Elective - A
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective - A
BSBOPS403	Apply business risk management processes	Elective - A
BSBPEF402	Develop personal work priorities	Elective - A
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBPMG430	Undertake project work	Elective - B
BSBPEF502	Develop and use emotional intelligence	Elective - B
BSBSTR502	Facilitate continuous improvement	Elective - A

On successful completion of these units of competency, Ballistic Training Solutions will issue a nationally recognised Qualification and/or Statement of Attainment, in accordance with the Australian Qualifications Training Framework requirements.

Packaging Rules

Total number of units = 12

5 core units plus

7 elective units, of which:

4 units must be selected from Group A

3 units may be additional units selected from Group A or Group B



Cost

Cost is dependent on team locations, availability, logistical planning & level of organisational specific tailoring required

More Details

Contact the Team at Ballistic Training Solutions Pty Ltd

