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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	BSB42015 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 Performance Planning and Success	Double Diploma (BSB51915 Diploma of Leadership and Management / BSB50219 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 / BSB42015 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**

BSB42015 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
BSBLDR401	Communicate effectively as a workplace leader	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBLDR403	Lead team effectiveness	Core
BSBMGT402	Implement operational plan	Core
BSBLDR404	Lead a diverse workforce	A - Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	A - Elective
BSBRISK401	Identify risk and apply risk management processes	A - Elective
BSBWOR404	Develop work priorities	A - Elective
BSBCMM401	Make a presentation	B - Elective
BSBLED401	Develop teams and individuals	B - Elective
BSBMGT401	Show leadership in the workplace	B - Elective
BSBPMG522	Undertake project work	B - Elective

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

4 core units plus

8 elective units, of which:

4 units must be selected from Group A

4 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





## BTS ILDP2 - Managers Leadership Development Program

### Qualification Pathways

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

**Anticipated Timeframe** – 6 to 12 Months

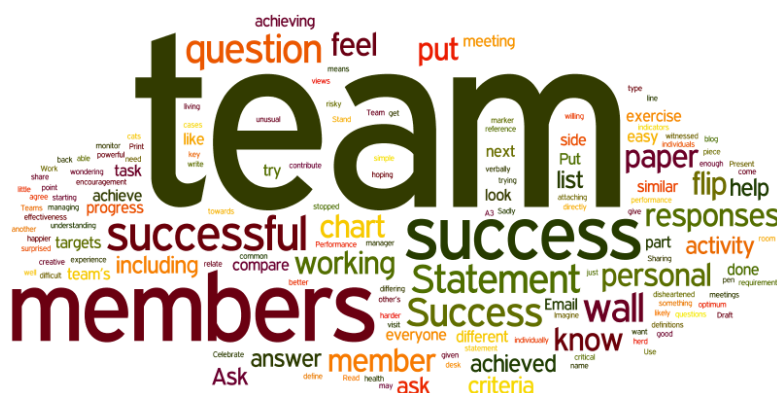
**Full Time Contact Hours** – 20 Days

**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, Foreman, 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 on 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:

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. **BSB51918 Diploma of Leadership & Management**

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBLDR511	Develop & Use Emotional Intelligence	Core
BSBMGT517	Manage Operational Plan	Core
BSBLDR502	Lead and Manage effective workplace relationships	Core
BSBWOR502	Lead and Manage Team Effectiveness	Core
BSBADM502	Manage Meetings	B – Elective
BSBPMG522	Undertake project work	A – Elective
BSBRSK501	Manage risk	A – Elective
BSBWHS501	Ensure a safe workplace	A – Elective
BSBWOR501	Manage personal work priorities and professional development	A – Elective
BSBFIM501	Manage budgets & financial plans	A – Elective
BSBMGT502	Manage people performance	A – Elective
BSBMGT516	Facilitate continuous improvement	A – Elective

### Packaging Rules

Total number of units = 12

4 core units plus

8 elective units, of which:

4 units must be selected from Group A

4 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





## 2. BSB50215 Diploma of Business

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBADM506	Manage business documents design and development	B - Elective
BSBLED502	Manage programs that promote personal effectiveness	C - Elective
BSBMKG506	Plan market research	D - Elective
BSBPMG522	Undertake project work	E - Elective
BSBRKS501	Manage risk	E - Elective
BSBWOR501	Manage personal work priorities and professional development	E - Elective
BSBWS501	Ensure a safe workplace	I - Elective
BSBADM502	Manage meetings	B - Elective

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 = 8  
8 elective units, of which:

### 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. BSB42015 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. BSB41415 Certificate IV in Work Health and Safety
2. BSB42015 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. BSB41415 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
BSBLDR402	Lead effective workplace relationships	Import
BSBMGT401	Show leadership in the workplace	B - Elective



### **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. BSB42015 Certificate IV in Leadership & Management

UNIT CODE	UNIT NAME	CORE / ELECTIVE
BSBLDR401	Communicate effectively as a workplace leader	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBLDR403	Lead team effectiveness	Core
BSBMGT402	Implement operational plan	Core
BSBLDR404	Lead a diverse workforce	A - Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	A - Elective
BSBRISK401	Identify risk and apply risk management processes	A - Elective
BSBWOR404	Develop work priorities	A - Elective
BSBCMM401	Make a presentation	B - Elective
BSBLED401	Develop teams and individuals	B - Elective
BSBMGT401	Show leadership in the workplace	B - Elective
BSBPMG522	Undertake project work	B - Elective

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

4 core units plus

8 elective units, of which:

4 units must be selected from Group A

4 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

