



LUMINOUS EDUCATION

Luminous Education PTY LTD

RTO Code 41498

Competencies on Offer

Competencies Overview

BSBWOR502 - LEAD AND MANAGE TEAM EFFECTIVENESS

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation. It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

BSBLDR501 - DEVELOP AND USE EMOTIONAL INTELLIGENCE

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes. It applies to managers who identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

Target Learners

The listed unit(s) of competencies are well suited to learners who are existing workers and undertaking management/supervisory roles. This cohort of learners is employed as managers/supervisors or team leaders in various settings: business administration, leadership and management, marketing and communication, project management, work health and safety, small business, international trade, franchising, purchasing, human resource, customer engagement, governance, legal services, conveyancing, and recordkeeping.

Entry Requirements

Learners need to have a part-time or full-time employment in management or supervisory or leadership roles. Also, learners are required to have proficient language literacy and numeracy (LLN) skills. Learners are required to complete a brief LLN assessment (e.g., oral & written).

Mode of delivery

✚ The competencies are delivered through classroom-based training (face-to-face).

The volume of learning (approximately 75 hours of required learning for the each competency)



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- ✚ Classroom training (approximately 6 sessions for 2 hours each) at the RTO training facility, Level 22, 127 Creek Street, Brisbane City, QLD, 4000
- ✚ Self-directed learning + assessment tasks (approximately 63 hours)
- ✚ Optional Learning support and Supplementary online support (i.e., Google-hangouts, Skype)

Unit (s) duration

- ✚ Each unit of competency will be delivered in 6 weeks. In addition to class-room training, there will be self-directed activities including assessments and project tasks that learners are required to complete.

Assessment methods

- ✚ Case study-scenario based questioning
- ✚ Self-assessment/reflection
- ✚ Role-play
- ✚ Written report
- ✚ Portfolio of work

Assessment System

- ✚ Assessment is competence based. Learners are required to complete required assessment tasks which collectively reflect the requirements of the unit(s) of competency and current workplace practices and trends. Assessment is continuous throughout the duration of the unit(s) of competency.
- ✚ Completed and submitted work will be assessed within 14 calendar days, and feedback will be provided, and final statement of attainment upon completion will be issued in 30 calendar days of the learner being assessed as meeting the requirements of the training product.
- ✚ If learners' work is assessed to be not yet competent, additional educational and special support (e.g., additional trainer contact through Skype, individual meetings etc.) will be afforded, and reasonable adjustments will be applied in special circumstances. Also, learners will be given the opportunity to re-submit their work at no additional cost.
- ✚ Feedback and information regarding the learner's competence and study progress will be provided by Luminous Education Pty Ltd.'s trainer/assessors on a regular basis.
- ✚ Ongoing support is available to all learners and will be provided as soon as the need is identified.

Learning Support

- ✚ **Google-hangouts:** Interactive trainer discussions will be made available on regular basis to supplement learning.
- ✚ **Skype:** One-to-one feedback with nominated trainer/assessor (i.e., in person with trainer, or through Skype, or phone).
- ✚ The RTO offers training and assessment related one-to-one support by trainers/assessors at the campus.
- ✚ Supplementary resources will be made available to borrow.

Website - www.luminouseducation.edu.au

Email - info@luminouseducation.edu.au

Ph-: 07 32182795 ABN:95609476673



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Unit (s) intake

Although, intake dates would vary contingent upon the demand of the unit(s) of competency, however, the RTO will endeavour to offer these units once every two months.

Please contact the RTO office and indicate your expression of interest.

Venue / Contact

Address: Level 22, 127 Creek Street, Brisbane City, QLD, 4000

Phone: 07-32182795

Email: inf@uminouseducation@.du.au

Fees & charges

Individual competency fee: AUD \$500

Enrolment Fee: AUD\$50.00 (non-refundable)

Tuition Fees: \$450.00

All Payment are required in advance unless negotiated with the RTO administration.

National Recognition / credit transfer

Credit transfer is available for completed past studies from registered training organisations. Learners are advised of the process of applying for credit transfer and assisted by the Trainer/Assessor during the application process. This information is also contained in the Pre-enrolment Survey that learners will complete prior to their enrolment.

Recognition of prior learning (RPL)

Recognition of prior learning (RPL) is the acknowledgement of skills and knowledge gained through life and work experience and previous training. We have the expertise to support experienced participants to have their existing skills and knowledge recognised. The candidate's skills and knowledge will be assessed and validated, and where appropriate, unit(s) of competency will be awarded, reducing the amount of formal training required to be undertaken. The recognition of prior learning procedure will be made known to candidates at the time of enrolment. If you can demonstrate competence through provision of sufficient, current, valid and authentic evidence of work experience, life skills, RPL formal assessment, and study or via other evidence, then you may be granted RPL for that unit(s) of competency.



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RPL Fees & charges

- ✚ RPL fee is \$300 (including a non-refundable enrolment fees of \$50)

Further study pathways

BSBLDR501 – Develop and Use Emotional Intelligence forms the CORE unit for the following qualification that graduates may consider pursuing:

- ✚ BSB51915 Diploma of Leadership and Management

(Reference: <https://training.gov.au/Training/Details/BSBLDR501>)

BSBWOR502 - Lead and manage team effectiveness forms the CORE unit for the following qualifications that graduates may consider pursuing:

- ✚ BSB51915 Diploma of Leadership and Management
- ✚ TLI50515 - Diploma of Deployment Logistics
- ✚ ICT60115 - Advanced Diploma of Information Technology

(Reference: <https://training.gov.au/Training/Details/BSBWOR502>)

Note: Luminous Education Pty Ltd. does not offer these qualifications currently.

Employment Pathways

As the cohort of learners is already employed they may advance their career to include diverse roles in leadership and management.

Awards & Course Completion and Outcomes

Learners obtaining a 'satisfactory' result for all assessments for the relevant unit (s) of competency will achieve the nationally recognised award for:

- ✚ BSBWOR502 - LEAD AND MANAGE TEAM EFFECTIVENESS
- ✚ BSBLDR501 - DEVELOP AND USE EMOTIONAL INTELLIGENCE

Learners will receive a **Statement of Attainment** for the unit (s) of competency within 30 calendar days once they have successfully completed their assessments.



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Additional information

Once you have identified your professional learning needs, the enrolment is as easy as dropping an email or contacting the RTO staff by phone. Potential students/learners may contact the RTO via email (info@luminouseducation.edu.au), or phone 07-32182795 with an expression of interest to enrol. Students will be asked to fill out a pre-enrolment survey prior to their enrolment that is used to ascertain previous recognitions, students' suitability to the unit (s) of competency, credit transfers, special support needs, disability and other relevant information.



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