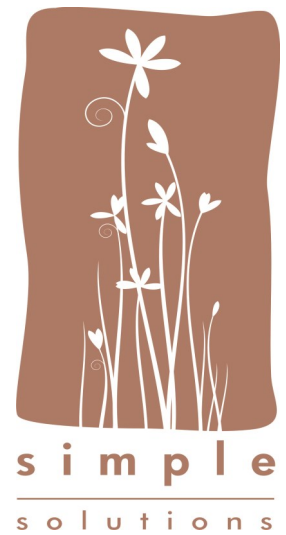


# CHCSS00084 Lead and Support Colleagues Skill Set



Proud to be a Queensland Government subsidised training provider



## TRAINING MADE SIMPLE

### PERSONALISED TRAINING

Complete at your pace with individualised learning plans and support to suit your unique needs.

### EXCELLENT SUPPORT

Our friendly and professional trainers are there to help in person, by phone and email. We provide assistance with:

- ◇ Computer skills
- ◇ Internet access (in our learning lounge)
- ◇ Literacy and numeracy
- ◇ Other learning barriers

### START AND STUDY ANYTIME

- ◇ Our fully interactive online learning allows you to start and study when you want without waiting. You can also study in comfort in your own home or in our learning lounge.

### COURSE DURATION

Full-time: 3 months

## DESCRIPTION

This skill set reflects the skill requirements for team leaders or managers responsible for coordinating teams and supporting the wellbeing of colleagues working in stressful and demanding roles.

## TARGET GROUP

This skill set is for workers with existing experience or qualifications in community services or health sector roles seeking to broaden their skills.

## UNITS

CHCMGT003 - Lead the work team

CHCMGT005 —Facilitate workplace debriefing and support processes

CHCPRP003 - Reflect and improve own professional practice

78 Torquay Road, Pialba Qld 4655

Tel 07 4325 4455

PO Box 348, Hervey Bay Qld 4655

Fax 07 4128 7219

[WWW.SIMPLESOLUTION.COM.AU](http://WWW.SIMPLESOLUTION.COM.AU)



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## Course Delivery and Assessment

All students are provided with access to learning and theory assessment resources online and will require a computer with internet access to complete their studies. Student computer access is available at our Learning Lounge in Hervey Bay and is provided in face to face classes.

Support Services are available for students including literacy and numeracy support and support for students with a disability. Students are encouraged to discuss their needs with their trainer. Reasonable adjustments are available for some students in some circumstances.

## FEES, PAYMENTS AND REFUNDS

\$450.00 FFS  
 \$45.00 Non Concession  
 \$30.00 Concession

Course fees include all learning and assessment resources, workshops (if applicable), learning lounge access.

Our full fees and refund policy is available in our Student Handbook. However, in general, a refund will only be provided where the student has notified Simple Solutions of their withdrawal from the course in writing 7 days prior to course commencement for face to face courses or within 2 days of being provided with access to orientation and induction and prior to accessing any online learning or assessment activities. No outcomes will be recorded for unpaid units of competency.

## Funding Information

Students may be able to access Higher Level Skills funding to assist with the enrolment fees, for further information please go to <https://desbt.qld.gov.au/training/providers/funded/higher-level-skills> Students must also meet the following criteria to enrol into Lead and Support Colleagues skill set and access Higher Level Skills funding:

- Student must be an existing worker and be a current or emerging leader in the Community Services and Health industry.
- Students must already hold a Certificate III or higher-level qualification in the Community Services and Health industry

## TERMS AND CONDITIONS

Available at [http://www.simplesolution.com.au/media/student\\_handbook.pdf](http://www.simplesolution.com.au/media/student_handbook.pdf)

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