



## **DIPLOMA OF LEADERSHIP IN DISABILITY SERVICES TOOLKIT**

This Toolkit has been developed by UNE Partnerships and Ability First Australia with funding from Department of Social Services (DSS).

The Toolkit is designed to assist training providers to contextualise their course delivery to address the specific challenges of Frontline Leaders in the Disability sector.

In addition to the Toolkit items a simulated organisation named 'MPower108' has been developed to provide an organisational context to learning and assessment. All supporting documents for this simulated organisation are supplied as a part of the Toolkit.

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Version Control

Organisation	Version	Date	Name/ Role
UNEPartnerships	Version 1		
Ability First Australia	Version 2	20/08/2024	J.Luff / COO

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- Ability First Australia
- Multicap
- St Giles Society
- Tardiss support services
- Somerville
- Live Better community services
- Lifestyle solutions
- Northcott
- Life Without Barriers
- Annecto
- Scope
- Rocky Bay

## Additional IRG participants

- Ability WA
- Bedford
- Cara
- Challenge community services
- CPL
- Endeavour foundation
- Hireup
- Montrose
- Naccho
- Novita
- Oak possibility
- Sylvanvale
- TafeQLD

## Toolkit Outline

The Toolkit items for Core units in the 11076NAT Diploma of Leadership in Disability Services are:

**Item 1:** Learning outline, which cross-references Items 2, 3 and 4 to show where these items may be relevant to a topic of learning.

**Item 2\*:** Illustrative examples, which provide short 'stories' about the application of knowledge and skills applied by Workers and Frontline Leaders with lived experience in the disability services sector.

**Item 3\*:** Organisational policies, procedures, plan and processes.

**Item 4\*:** Completed organisational templates, which provide examples of how documentation such as forms may be completed in practice in the industry.

**Item 5:** Assessment outline, which cross-references Items 3, 6 and 7 to show where these items may be relevant to an assessment requirement (Element, Performance Criteria, Knowledge Evidence, Performance Evidence).

**Item 6\*:** Blank templates of organisational documentation that may be used in assessment.

**Item 7\*:** Case studies that may be used for the setting or framework in which the required assessment may be situated.

*\* Each unit in the Diploma of Leadership in Disability Services refers to organisational documentation, and provides Assessment Conditions that allow for a simulated environment.*

**Where students use documents from their own workplace, they will need to provide a copy of any organisational policy and / or procedure they refer to as part of the assessment, so that the Assessor can judge whether students have followed their own organisation's policies and procedures.**

As part of this Toolkit, the simulated organisation named MPower108 has been developed.

The following items provide background for MPower108 as a service provider within the disability services sector:

- organisation chart
- description of roles
- description of activities.

All items in the Toolkit use MPower108 as their context, except for Item 1: Learning outline and Item 5: Assessment outline.

The Toolkit for the eight Core units in the Diploma includes all seven items.

The Toolkit for the eight Elective units in the Diploma consists of items 1-6 only; item 7 is not included.

## Units of Competency

The table below lists the units of competency for which the toolkit items have been developed. It also shows which units are core and which are electives, as well as the number of toolkit items for each unit.

Unit	Core/Elective	No. Toolkit Items
BSBPEF502 Develop and use emotional intelligence	Core	7
BSBTWK501 Lead diversity and inclusion	Core	7
BSBOPS504 Manage business risk	Core	7
BSBOPS502 Manage business operational plans	Core	7
NAT11076001 Lead effectively in the disability sector	Core	7
NAT11076002 Manage finance in the disability sector	Core	7
BSBLDR523 Lead and manage effective workplace relationships	Core	7
CHCMGT003 Lead the work team	Core	7
BSBPMG430 Undertake project work	Elective	6
CHCMGT005 Facilitate workplace debriefing and support	Elective	6
BSBPEF501 Manage personal and professional development	Elective	6
CHCDIS019 Provide person-centred services to people with disability with complex needs	Elective	6
BSBMKG433 Undertake marketing activities	Elective	6
CHCPRP001 Develop and maintain networks and collaborative partnerships	Elective	6
CHCCSM014 Provide case management supervision	Elective	6
CHCMGT001 Develop, implement, and review quality framework	Elective	6