

Program Handbook

Demonstrating Dementia
Leadership



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Welcome

Welcome to Dementia Australia. We are very excited to be able to tell you a little bit about how our Demonstrating Dementia Leadership program works, so you know what to expect, how to prepare and what you need to do to get started. We recommend that you read this Program Handbook together with your Participant Handbook.

For further course enquiries please contact our team at cdl@dementia.org.au.

If you're interested in learning more about Dementia Australia's suit of accredited courses, we encourage you to explore our website further at

<https://dementialearning.org.au/courses/accredited-training/>

We appreciate your commitment to improving the quality of dementia care and look forward to working with you as you continue to build your dementia capabilities throughout your learning journey with us.

About this handbook

There are five sections in this handbook. Each section aims to help participants make informed decisions about their enrolment, understand their rights and responsibilities, learn more about their program and guide them through the registration process.

Funding acknowledgement

Dementia Training Australia is proud to be a major funder of the Demonstrating Dementia Leadership Program.



Dementia Training Australia provides dementia-specific education, training, and professional development for aged and health care professionals. Dementia Training Australia's mission is to improve the knowledge and skills of the workforce who are involved in supporting people living with dementia, their families and carers. We focus on evidence-based standards in the development and delivery of practical education and learning pathways for individuals and organisations.

Section 1 | My program

About this program

This program is designed to further enhance your knowledge and skills around how to build the leadership skills you need to lead a team and implement sustainable organisational change. With a focus on improving the support provided to people living with dementia, their family and carers, participants will – as part of this program – develop essential skills to advocate to enhance the care delivery for the person(s) living with dementia.

Our Demonstrating Dementia Leadership program is run over six short weeks and will provide you with a range of knowledge and advanced skills to become effective leaders.

As you work your way through the clustered units of competence, you will build on your current knowledge and understanding of how to:

- identify key features of common leadership styles
- identify and establish team objectives and work processes
- build team cohesion and engagement
- supervise your team to work effectively and innovatively
- build leadership capabilities
- model leadership behaviour.

How the program works

The Demonstrating Dementia Leadership program combines online self-directed learning, a series of interactive webinars, and submission of assessment tasks.

The program consists of two nationally recognised units of competency:

- BSBLDR411 Demonstrate leadership in the workplace
- BSBLDR414 Lead team effectiveness.

E-learning

The online self-directed or e-learning component of this program is hosted and delivered via our customised learning management system called the Dementia Learning Hub (the Hub).

The Hub is where you will find all the evidenced-based practice information such as e-learning content, videos, and other resource documents you need to complete your program and build your knowledge base.

The Hub is also the place where you will be able to participate in online discussions, complete/upload your assessment tasks and find information related to your enrolment (handbooks, guides, forms, and relevant policy documents). The Hub also hosts the link to access Dementia Australia's online library.

Learning modules

Each unit of competency hosted on the Hub has its own learning modules and resources. All e-learning content has been broken up into bite-sized learning modules that flow sequentially and enable you to move through the content in your own time.

It is anticipated that most modules will take you around 60 minutes to complete or around 2–3 hours per unit. To ensure your learning remains on track and fits in with your scheduled webinars, we will provide you with a recommended training and assessment plan as part of your “Getting Started Information Pack”.

Webinars

Feedback tells us that most participants want a program that provides opportunities to discuss the content with their peers as well as to extend and apply their learning to their workplace so that practice change can happen. Our program has been designed to do just that.

While not mandatory, you will have an opportunity to attend a weekly dynamic 45- to 60-minute webinar that will explore the key concepts gained from your e-learning and provide you with opportunities to critically think, problem-solve and apply your learning to your workplace. With a focus on dementia, the webinars are a great way to develop strategies and tools to change how we support people living with dementia, their families and carers, build team effectiveness and resilience, and implement organisational change.

To ensure that you have the support needed to complete your nationally accredited program, you can book a time with your facilitator for 1:1 support or email them your questions, if needed.

Assessments

To apply your learning, this accredited program requires participants to complete two assessment tasks. You will complete a written assessment, which consists of a series of short answer questions, as well as a simulated project. The simulated project is designed to apply your knowledge and skills you developed throughout the program that align with industry.



1

E-learning



2

Webinars



3

Assessments

Participants this program is for

This program has been designed for those currently working within the aged, community, disability, and health care sectors from a range of disciplines who directly support people living with dementia as part of their job.

You will be leaders or emerging leaders within your organisation and are committed to leading and improving practice changes and the lives of people living with dementia, their families and carers.

Section 2 | Units of competency

Units of competency

There are two units of competency (units) that you will need to successfully complete to meet the requirements of this nationally accredited program.

The units are listed below and have been clustered for the purpose of delivery and assessment.

Unit Code	Unit Title	Number of weeks
BSBLDR411	Demonstrate leadership in the workplace	6
BSBLDR414	Lead team effectiveness	

The units are designed to build the core leadership skills needed to ensure the development of efficient and effective work teams whose behaviour aligns with organisational values.

Section 3 | Time and resource requirements

Time commitment

This program will be run over six (6) weeks. It is anticipated that participants will need to dedicate approximately 10–20 hours per week to complete the learning and assessment requirements.

To successfully complete these learning and assessment requirements, you are encouraged to develop a study and assessment plan and keep to the recommended training plan.

If you need help developing a study plan, we encourage you to reach out to your Facilitator for help.

Resources we provide

Throughout your enrolment in this program, you will have access to e-learning modules, webinars, ongoing support, and access to Dementia Australia's library (access to relevant resources such as eBooks, journals, and videos) that you can use to support your learning journey.

If you do not wish to be registered as a library user, please contact us <https://www.dementia.org.au/library> with your full name and e-mail address to cancel your library access.

What you will need

To complete the program and assessment requirements you will need:

- computer/laptop with a camera
- access to the internet, with a stable internet connection
- latest version of Chrome
- email

Headphones with a microphone are also a great idea to ensure you can hear and participate in the webinars.

Funding information

This program is fully funded by Dementia Training Australia and includes:

- all learning and assessment material
- weekly facilitated webinars to provide guidance on assessment tasks
- support and guidance from expert facilitators
- complimentary access to a library guide with exclusive access to eBooks, journal articles, videos and other resources hand-picked for each unit of competency by our Dementia Australia Librarian
- access to additional learning opportunities via the Hub to extend skills and knowledge in dementia.

Section 4 | Assessment

To ensure you have gained the skills and knowledge needed to be emerging leaders in dementia care, it is important that we check what you know and can do.

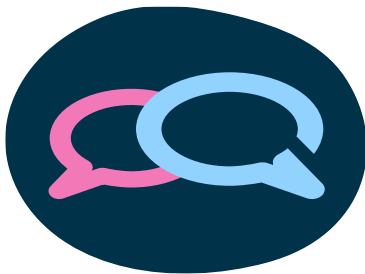
To do this, we have incorporated different ways to assess your understanding and practice throughout the program.

Read your Participant Handbook to for more information about the assessment process.

Assessment methods

Assessment methods for this program include:

- written question and answers
- simulated project



1

Written
Assessment



2

Simulated
project

Assessment grades and certificates

You will have two weeks from your course completion date to submit any outstanding assessments. For each assessment task submitted to the Hub, you will receive a mark of either Satisfactory or Not Yet Satisfactory. In the case of a Not Yet Satisfactory result, a resubmission will be requested, your assessor will provide specific feedback to you via the Hub for each task and request that you resubmit the document or documents that require more information to be deemed as Satisfactory.

Once the assessor has granted sufficient time and attempts to complete each assessment task, they will provide an overall mark of Satisfactory or Not Yet Satisfactory for that specific assessment part and provide overall feedback.

Once all assessment parts have been submitted for a unit, or the due date to submit/resubmit has passed, your assessor will allocate a grade of either Competent (C) or Not Yet Competent (NYC).

Once the two units have been deemed Competent, or CT or RPL have been successfully applied, you will be issued a Statement of Attainment. You will receive this via email within 30 days of successfully completing the program.

Assessment extensions

If you have a valid reason for not submitting an assessment task before the due date, you can request an extension by emailing your facilitator. The request must be sent before the due date.

In the email, you must contain the following:

- your reason for requesting the extension
- the name of the task/s you are requesting the extension for.

The assessor will review your request and notify you of the decision via email within five business days.

Section 5 | Enrolment

4 easy steps to get started

- 1. Are you a suitable candidate:** Ensure you can meet the entry requirements and time commitment for this program. You must be working in a professional capacity supporting people living with dementia. Make sure you have read and understood all consumer protection information including the Student Handbook and this Program Handbook.
- 2. Prepare to register:** The primary email address you supply within your registration form will be used to create your Dementia Learning Hub account. Please ensure you supply a suitable email address and that you have double checked the spelling before completing the registration form. You will also be required to supply employer contact information and a Unique Student Identifier (USI) number during the online application process. You will be able to save your place at any point throughout the application form.

Note: Depending on your responses to registration questions, you may be required to undertake a formal language, literacy and numeracy assessment or have a conversation with one of our friendly staff members.

- 3. Apply:** Register your interest in this program via the Dementia Australia website. Go to <https://dementialearning.org.au/course/demonstrating-leadership/>, scroll down to click on the [For myself] box, then scroll further down to view current courses. Click on the course add that best suits your needs and complete the online Participant Registration form.
- 4. Enrolment confirmation:** Once your application has been completed and assessed, you will be notified of your application outcome via email. If successful, you will receive a “Getting Started Pack” containing all the information you need to commence the program. Remember to let our team know if you would like to apply for credit transfer or recognition, prior to course commencement.