



**GLOBAL LEARNING**  
AND DEVELOPMENT INSTITUTE  
— HONESTY DEDICATION SUCCESS —

## **BSBMGT516 Facilitate Continuous Improvement**

## **Introduction**

Global Learning and Development Institute is a Registered Training Organisation (RTO number 41361) registered with the Australian Skills Quality Authority. Global Learning and Development Institute is proud to offer the BSBMGT516 Facilitate Continuous Improvement as a 3 day training program.

The purpose of this course is to equip business owners, managers and workers with skills that they can use to continuously improve the business operations, services and products to address the challenges of continuously evolving markets.

At the end of this training program learners will be able to develop continuous improvement systems and processes and to analyse information that they can use to monitor and adjust performance strategies and to manage opportunities for future improvements.

## **National recognition**

This unit of competency has been drawn from the nationally endorsed training package, the Business Services Training Package (BSB). On successfully completing the training and assessment, a nationally recognized statement of attainment will be issued. Global Learning and Development Institute will issue the statement of attainment within 30 days of the final assessment being successfully completed.

## **Program outline**

Training is delivered in a classroom based delivery mode (3 consecutive days) which is trainer led, combined with self-paced learning and class room activities relevant to current workplace issues. Classroom activities will reinforce theoretical knowledge, and skills will be practiced in the workplace where learning will be placed into context. Participants will be provided with learner guides/ workbooks to assist them to develop their knowledge of the subject.

Classes will be delivered on demand basis, at client's premises.

## **Expected duration**

The program is designed to be delivered over 3 consecutive training sessions of 6 hours each. Global Learning and Development Institute is able to support participants that need additional time and can assist those participants that require assistance with LL&N.

## **Assessment requirements**

The assessment is conducted using a combination of classroom activities, projects, knowledge tests and response to case studies/ activities. The following provides a brief explanation of the assessment methods that are to be applied:

- **Demonstration / Presentation.** The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.
- **Written Report.** The student is required to produce a written report based on real workplace scenarios or based on a case study that is provided by the assessor.
- **Portfolio and self-reflection.** The student is required to develop portfolio in the context of his or her own workplace or on a case study that is provided by the assessor.

### **Entry requirements**

There are no specified entry requirements for this training program.

This training program has been designed with the target client being an existing worker. The assessment model and timeframe assumes that the student has an existing workplace to apply context and has some experience. Learners are also required to have access to computer and Internet to complete research and make portfolios.

### **Recognition of Prior Learning**

Applicants can apply for recognition of their existing skills and knowledge that are relevant to this training program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the time to complete this training program. Students are encouraged to notify GLAD INSTITUTE of their interest or intention to apply for during enrolment. RPL process is available through formal assessment.

### **Student Information**

Detailed student information is available within our Student Handbook, which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

### **Cost**

This course is available on a fee for service arrangement only. Current fees for the program are \$450, which includes enrolment, admin and tuition fees. Learners are provided all the learner guides and workbooks.

***Contact us and get the ball rolling!***