

first  
door

Early Childhood  
Professional Learning

# Leaders Guide



Nationally Recognised Training [www.firstdoor.com.au](http://www.firstdoor.com.au)

*Because each child deserves your best*



trust

There's no greater trust than to provide quality education and care for their little person.

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*Andrea Isitt,*  
Founder & Company Director

## Flourish: being nourished to grow or develop successfully

Our team's purpose and work is all about seeing Early Childhood professionals, each child and YOU flourish.

First Door operates as a highly regarded Registered Training Organisation, because we're passionate about providing exceptional Early Childhood Education and Care.

This makes us dedicated to nourishing your professional growth as leaders and educators. We support and inspire you so that you are able to open up opportunities, achieve your goals, and lead others towards excellence in Early Childhood Education and Care.

Leadership involves inspiring your team with a shared vision and values towards best practice. Here's our team values at First Door, that guide our every day actions.

### Our Team's Values

1. **EXCEED:** We place your success at the heart of all we do, and strive to exceed your expectations
2. **JOY:** Our team is passionate about creating joyful childhoods for children, and bringing more joy to your role.
3. **INSPIRE:** We are inspired to be the best we can be and to inspire others
4. **SUPPORT:** We provide support to enable success, and demonstrate that all people have the right to live with respect, fairness and wellbeing
5. **PARTNER:** We partner with and develop educators, leaders and teams towards exceeding quality practice
6. **NATURAL:** We advocate for children to have a 'natural childhood', where the natural unfolding of their development occurs through play-based and authentic learning experiences.

For an introduction about each of our team, see 'Our People' at [www.firstdoor.com.au](http://www.firstdoor.com.au)

## Connecting Resources, Learning and Practice

First Door partners together with Early Childhood professionals throughout Australia, to open up fresh perspectives and possibilities, providing current insights and tools for best practice. We support you and your team to work towards exceeding the National Quality Standards, and excellence in Early Childhood Education and Care.

**Our nationally recognised training courses, workshops and flexible eLearning courses, connect educators and leaders to:**

- useful resources to explore knowledge and to reflect on current practices
- key philosophies, theories, research, relating to effective leadership, management and practice for quality outcomes for children in early childhood
- inspiring examples of practice and environments in Early Childhood services that are rated exceeding and excellent in the National Quality Standard
- experiences and tools to put professional learning into practice

See our website [www.firstdoor.com.au](http://www.firstdoor.com.au) for full details of our courses and workshops.

Connect with us on First Door's social media community with: YouTube, Facebook, Instagram and Pinterest. We share access to videos and updates for ongoing professional growth.



# flourish

Because each child deserves your best

A photograph of three women sitting around a table in a meeting. They are smiling and looking at each other. There are laptops, a vase of flowers, and a coffee cup on the table. The word 'exceed' is overlaid in large white letters.

# exceed

First Door opens fresh perspectives, possibilities and growth in teams towards exceeding and excellence.

## Develop Your Team

Reignite enthusiasm and professional conversations within your team. Engage in professional learning together to develop fresh, current understanding for shared thinking towards quality improvement.

### Team eLearning Package

**TEAM SHARE: access for 12 months for one centre team of up to 24 staff\***

Team share access is provided to the service leader to share and discuss the selected course video tutorials and videos at team meetings, or with individual team members.

**eLEARNING COURSE: with 6 months access for 7 team members**

The selected participants receive full access to the eLearning course resources, including: course workbook, videos, tutorials, templates, recommended reading, resources and learning checks.

\*Note: Please contact us for a quote for larger teams, or for companies with many services.

### In-service Team Workshops at Your Centre

Our two-hour workshops or team days provide opportunities for your team to reflect on current practice, engage in professional conversations to relate to fresh ideas and to consider strategies to move forwards in practice.

Our website has full details of our range of interactive and inspiring workshops. We are also able to consult with you and customise workshops for your team.

Note: Travel fees apply for services not located in proximity of North Brisbane.



Being valued, confident and capable in your role

## Flexible eLearning Courses

Enjoy flexible access, from your phone or laptop anywhere with internet access, and anytime that suits you.

See [firstdoor.com.au](http://firstdoor.com.au) for our full range of eLearning courses, including Behaviour Rethink.

### Flourish as an Educational Leader

This course has five topics, relevant to being your best as an Educational Leader. This course relates to NQS QA1 Educational program and practice & NQS 7.2.2: The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.

#### Course topics:

1. Educational Leader essentials: role, qualities and goals
2. Inspiring and leading the direction of the curriculum: current trends
3. Building a culture of enquiry and quality improvement: using critical reflection and the QIP
4. Filling YOUR bucket: use and develop emotional intelligence in your team
5. Creating a workplace learning community and knowledge sharing: being a coach and mentor

**Course duration:** 12 months access to all course resources, to work at your own pace to: absorb, reflect, implement, and revisit information. Each of the five topics take approximately 4 hours to view.

**Course resources:** Reflect on your professional learning and shift learning into practice, with a printable workbook and a workplace project for each topic.

eLearning course investment: \$275 for 12 months' access to course resources.

# Nationally Recognised Training



Our competency based, nationally recognised training is available throughout Australia through eLearning. First Door operates as an RTO to develop qualified Early Childhood professionals; that are valued, confident and focused on quality practice.

**For every unit, we support each of our students with:**

- 24/7 access to helpful online resources, so you work at your own pace where and when suits you
- a personal mentoring meeting and study support
- practical assessment with constructive feedback

## For Educators

CHC30113 Certificate III in Early Childhood Education and Care

CHC50113 Diploma of Early Childhood Education and Care

## For Leaders, Directors and Managers

**Flourish in Management:** 3 units to gain essential skill sets and processes for quality outcomes

**Flourish in Leadership:** 4 units to develop a connected, committed and collaborative team

**BSB51918 Diploma of Leadership and Management:** 12 units in this full course qualification

These three course options all provide a personal mentoring meeting, resources and workplace projects for you to complete units from the Diploma of Leadership and Management.



career

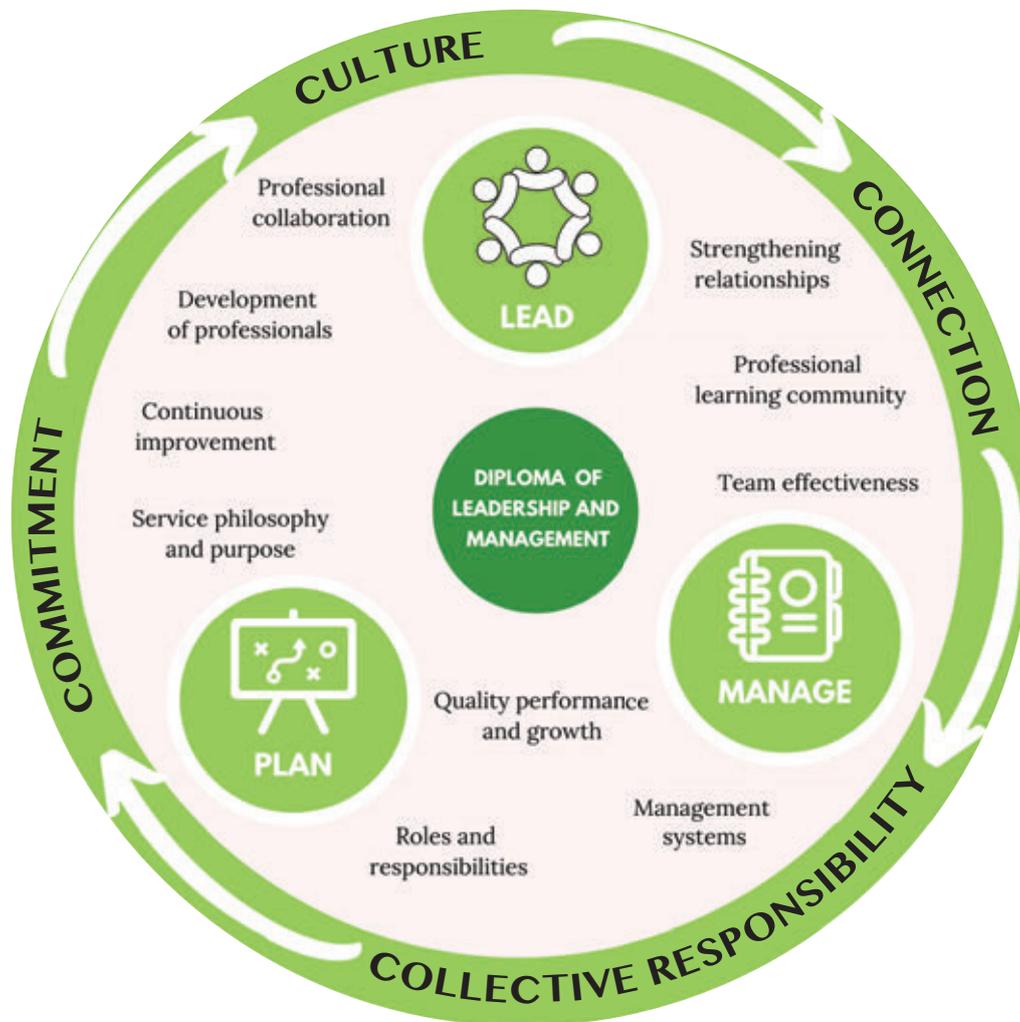
First Door is developing qualified educators, leaders, and teams focused on quality professional practice.

# Diploma of Leadership and Management

## Qualification Outcomes

With First Door, the twelve units that form the Diploma of Leadership and Management are grouped into three related parts: PLAN, LEAD and MANAGE. Each part is designed to relate to the National Quality Standard, Quality Areas 4 and 7.

**The course outcomes are to develop Team Culture, Connection, Collective Responsibility and Commitment.**



### where can the Diploma of Leadership and Management take you?

In choosing to study the course BSB51918 Diploma of Leadership and Management with First Door, you are empowering your career as a highly regarded leader in the Early Childhood profession. in roles such as:

- Early Childhood service director, manager or OSHC coordinator
- Operations manager
- Senior mangement or leadership role





# Diploma of Leadership and Management

## Course Structure and Units



### **LEAD: WITH GROWTH FOCUSED LEADERSHIP**

**Outcome: Respectful team connection and a positive, professional culture where learning is key**

5 UNITS OF COMPETENCY to equip you with leadership skills as a positive role model, able to inspire your team towards shared professional values:

- BSBLDR511 Develop and use emotional intelligence
- BSBLDR502 Lead and manage effectiveness workplace relationships
- BSBWOR502 Lead and manage team effectiveness
- BSBLED501 Develop a workplace learning environment
- PSPGEN048 Support workplace coaching and mentoring programs



### **PLAN: FOR SUCCESS WITH A TEAM APPROACH**

**Outcome: Collective responsibility for quality and successful growth**

3 UNITS OF COMPETENCY to plan for growth and quality improvement:

- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBMGT516 Facilitate continuous improvement
- BSBMKG508 Plan direct marketing activities



### **MANAGE: FOR QUALITY PERFORMANCE**

**Outcome: Commitment to accomplish the goals of the organisation**

4 UNITS OF COMPETENCY to develop systems for organising and monitoring: operation of a quality service.

- BSBMGT502 Manage people performance
- BSBMGT518 Develop organisational policy
- BSBFIM501 Manage budgets and financial plans
- BSBMGT517 Manage operational plan

### **Course duration**

You have two years to complete this course. Most students complete this course in 12 months, by completing one unit per month.



# inspire

Develop commitment and collective responsibility

## Flourish in Management

Being a successful Early Childhood service leader or Director/Manager takes a whole lot of heart and talent. Out of all the skills needed, many of us rate 'Management' as our weak spot.



### Course Overview

Our 'Flourish in Management' eLearning course has been designed with three key units for Early Childhood Managers/Leaders to step up in:

- Recruiting and onboarding the right people into your team.  
**Unit: BSBHRM405 Support the recruitment, selection and induction of staff**
- Supporting people to be their best in their role as educators and team members.  
**Unit: BSBMGT502 Manage people performance**
- Working together as a team towards quality improvement, using the Quality Improvement Plan as a meaningful, action orientated document.  
**Unit: BSBMGT516 Facilitate continuous improvement**

This course provides a personal mentoring meeting, flexible access to course resources, and workplace projects for each of the three units.

### Course duration

You will have access to the resources for this course for 12 months. Most students complete this course between 3 - 6 months.

You will receive a course certificate and a transcript of completed units on completion. These three units are able to be credit transferred towards the Diploma of Leadership and Management qualification.

# Flourish in Leadership



Flourish in Leadership eLearning course equips you to be a positive role model and visionary leader. This course equips you to develop and implement essential leadership skills for Early Childhood teams.

## Course Overview

As you complete each of the four units in this course, you will complete workplace projects to put your learning into action within your team.

- Nourish emotional wellbeing and develop emotional intelligence within your team  
**Unit: BSBLDR511 Develop and use emotional intelligence**
- Establish tools and processes to nourish your team's relationships and manage relationship issues  
**Unit: BSBLDR502 Lead and manage effective workplace relationships**
- Create a shared team vision and lead a culture of team togetherness and effectiveness  
**Unit: BSBWOR502 Lead and manage team effectiveness**
- Become strengths-based and lead a culture of knowledge sharing and workplace learning  
**Unit: BSBLED501 Develop a workplace learning environment**

We support your professional growth with a personal mentoring meeting, flexible access to course resources, and workplace projects for each of the four units.

### Course duration

You will have access to the resources for this course for 12 months. Most students complete this course between 4 - 8 months.

You will receive a course certificate and a transcript of completed units on completion. These four units are able to be credit transferred towards the Diploma of Leadership and Management qualification.



enable

Create growth-focused, enabling learning environments for children and your team



## Your Personal Mentor

Your personal mentor is a First Door qualified trainer and assessor, who is also qualified and well experienced in Early Childhood leadership/management, and in supporting people to flourish in their role. We enjoy developing a relationship with you over the duration of the course, with:

- phone or zoom meetings to gain insights and consider how you are (or could be) using your learning in the workplace
- assessment guidance and support

### Welcome meeting

Once we have received your enrolment, we'll arrange a welcome meeting (by phone or zoom meeting if you live outside of Brisbane) with your personal mentor. In this welcome meeting, you will gain access to and begin using our eLearning portal.

### Study Support

You have access to student study support to assist in understanding the unit information and assessment workbook tasks. Study support is available by phoning or emailing your personal mentor. Emails will be returned within 24 hours excluding on weekends and public holidays. Phone calls can be made between 9am and 6pm on weekdays.

## Access to eLearning resources for each unit

At the beginning of each unit, students receive access to the new unit's resources and assessment workbook. You are able to access and revisit student resources anywhere or anytime that suits you. For each unit, you are supported with the following resources:

- Video tutorials: to break down and explain key unit content
- Assessment guide videos: to support your understanding of each assessment task
- Additional resources and recommended reading: to guide and support your professional learning

# Workplace Related Assessment



First Door has designed an assessment workbook for each unit of study, so that the assessment tasks and workplace projects are relevant to your current or future leadership/management role in the Early Childhood profession.

Throughout the course units you will need to organise and complete various meaningful workplace activities, as outlined in your assessment workbook. These experiences enable you to put your learning into practice, using leadership skills, knowledge and systems, to demonstrate your competency in the workplace.

## Student Assessment Processes

### Digital Assessment Workbook

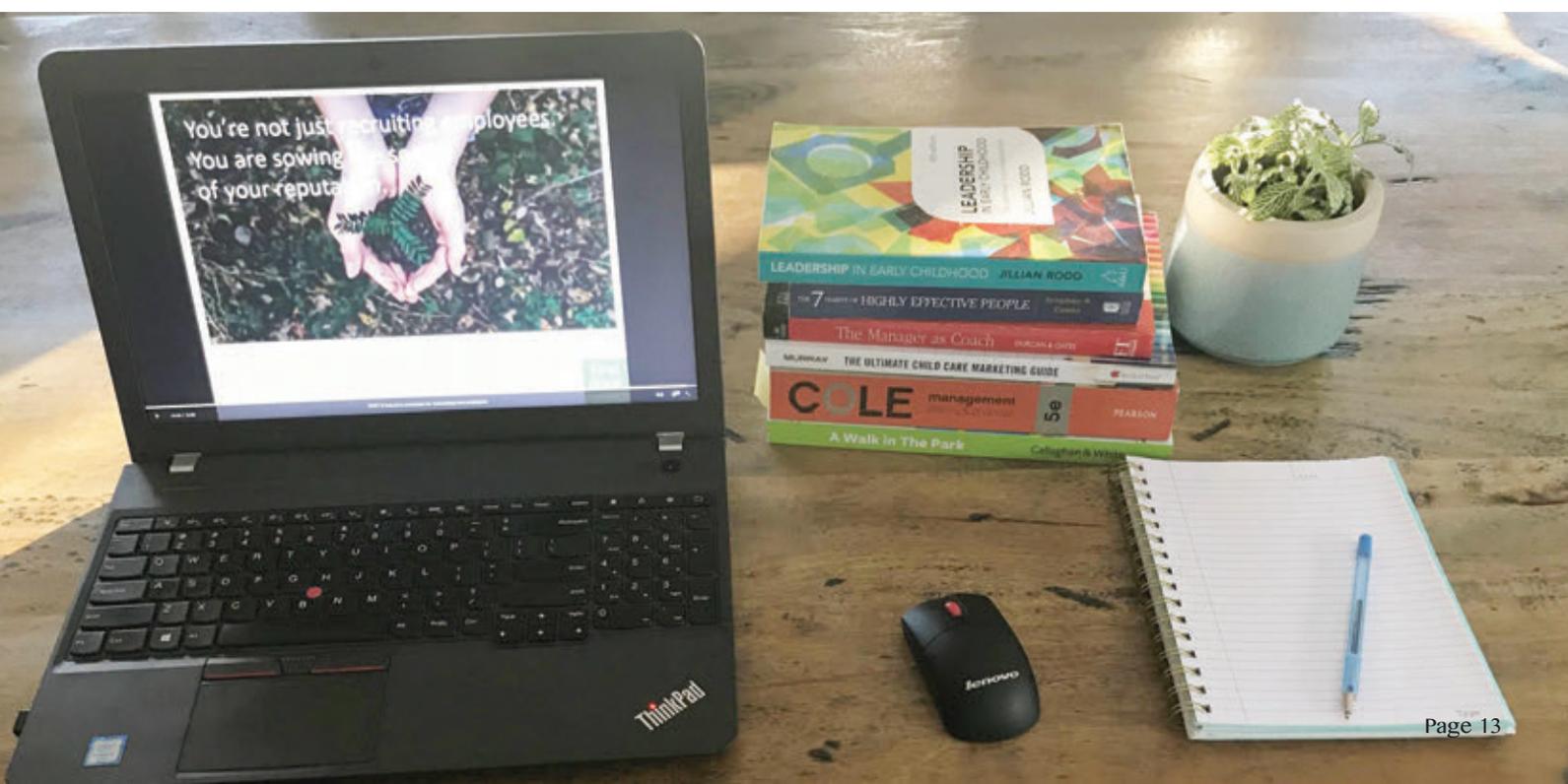
Each assessment workbook is accessed and downloaded from our student eLearning portal at the beginning of each unit. Wherever possible the assessment workbook is to be completed as a computer Word document and emailed to [assessment@firstdoor.com.au](mailto:assessment@firstdoor.com.au) for marking. If you are unable to submit the workbook in this format, then please make suitable alternative arrangements with your personal mentor.

### Due date accountability

At First Door, we encourage students to be motivated, accountable and focused by setting assessment due dates. Whether your assessment due dates are self-directed on the flexi plan or set by First Door on the structured plan, all assessments are required to be received by First Door on or before due date. If necessary, you are able to request an extension prior to due date.

### Timely and constructive feedback of assessment work

First Door undertakes to return assessment workbooks to you within fourteen days of their receipt. Constructive assessment feedback is provided to address any areas of difficulty and to further guide your professional learning experience.



# Getting Started

You are able to enrol with First Door when it suits you to get started in your course, at any point in the year.

## Course Entry Requirements

**To enrol in Nationally Recognised Training with First Door, you will need to:**

- be currently employed in a leadership role so you are able to complete the assessment tasks
- have a sound understanding of the written and spoken English language
- have the required foundation skills and vocational experience

**Students need to have access to:**

- a computer with Internet access and Microsoft Word
- Adobe Acrobat Reader
- a scanner

## Recognition of Prior Learning

We recognise your skills and knowledge gained through formal or informal training, work and/or life experience. To be granted Recognised Prior Learning (RPL) for a unit of study you will need to:

- complete a RPL application form
- participate in a meeting with First Door to discuss the prior learning evidence and the RPL process
- provide the required evidence of competency for the listed performance criteria for the unit/s. For example by: collecting and providing evidence, completing an assessment tool, and your practical skills being discussed with your mentor / RPL / assessor.

For additional information relating to the RPL process, contact us at Email: [flourish@firstdoor.com.au](mailto:flourish@firstdoor.com.au)





## Personalised Training Plans

You are able to choose either a Flexi or Structured training plan, to suit your needs and to enable successful completion of the course.

### Flexi Training Plan

The flexi plan suits student's that are self-motivated and need flexibility to set their own assessment due dates to suit their work and lifestyle.

### Structured Training Plan

The structured plan provides students with a timetable to work through the course units on a monthly schedule. This plan supports students to stay focused and motivated. A mentoring meeting occurs mid-way through the unit and the assessment workbook is due prior to the commencement of the next unit.

## How to Enrol with First Door

We are here to help you through the enrolment and study process. You are welcome to contact us to discuss best course options.

Request or download an enrolment form from our website: [firstdoor.com.au](http://firstdoor.com.au)

then email your completed form to:

Email: [flourish@firstdoor.com.au](mailto:flourish@firstdoor.com.au)

**Please contact us for additional information by**

**Phone: 07 3204 4336, or**

**Email: [flourish@firstdoor.com.au](mailto:flourish@firstdoor.com.au)**

## Investment: Nationally Recognised Training

### Flourish in Management

**Course Investment | \$765, or Fee payment plan: 3 monthly payments of \$265.**

The course fee or first monthly payment is to be received by First Door prior to course commencement.

**Accelerated Payment Plan** | For students completing units faster than one unit per month, the monthly fee payment is adjusted to ensure fees are paid prior to commencing units.

**Fee Protection and Refunds** All fees paid in advance are protected. See our website for full information on fee refunds.

### Flourish in Leadership

**Course Investment | \$995, or Fee payment plan: 4 monthly payments of \$265.**

The course fee or first monthly payment is to be received by First Door prior to course commencement.

**Accelerated Payment Plan** | For students completing units faster than one unit per month, the monthly fee payment is adjusted to ensure fees are paid prior to commencing units.

**Fee Protection and Refunds** All fees paid in advance are protected. See our website for full information on fee refunds.

### Diploma of Leadership and Management

**Diploma of Leadership and Management Course Investment | \$2,935**

The total investment for the course includes the cost of: First Door enrolment, resources, text book, personal mentoring, study support and assessment. On successful completion of the course, students receive a certificate for their nationally accredited qualification and are invited to attend a graduation ceremony.

**Fee Payment | \$230.00 per month for 12 months**

Structured plan students are charged twelve monthly instalments of \$230.00 from the date of enrolment.

**Accelerated Payment Plan** | For students completing units faster than one unit per month, the monthly fee payment is adjusted to ensure fees are paid prior to commencing units.

**Enrolment Fee | \$175 non-refundable fee**

First Door invests in a thorough enrolment process to understand each student's individual learning needs and to establish the appropriate training plan for each student. This fee is non-refundable and includes a welcome meeting to guide you about studying with First Door and provides access to course resources.

**Fee Protection and Refunds** All fees paid in advance are protected. See our website for full information on fee refunds.

# Investment: Develop Your Team

## Professional Development Workshops For Your Team

### **In-service Team Professional Development Workshop at your centre | \$550**

These interactive two hour workshops are facilitated at your centre, for your team of up to 15 people. Each additional person booked to attend is charged at \$30 per person. An individual quote is required for team workshops with 28 people or more.

### **Customised In-Service Team Professional Development Workshops at your centre or venue | Fee as arranged on quotation**

## Team eLearning Package

### **Team eLearning package investment | \$475**

**Additional staff access to course | \$47 per person**

## Flexible eLearning Course

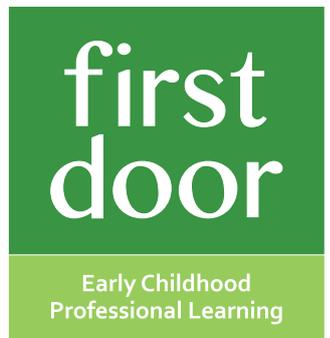
### **Flourish as an Educational Leader | \$275 per person**

**Behaviour Rethink for Educators | \$65 per person**

## Corporate discounts

Discounted rates apply for large organisations or groups of Early Childhood/OSHC services.

Please contact us to discuss and to receive a customised proposal for your organisation.



# contact us

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