DIPLOMA OF LEADERSHIP AND MANAGEMENT
BSB51915 – CRICOS 089268C

- Leading high-performing teams
- Overseeing staff performance and development
- Developing workplace performance initiatives
- Nurturing important business relationships
- Managing budgets and company finances

PROGRAM LENGTH

36 weeks (including 6 weeks scheduled breaks)
20 hours/week

START DATES

2016
Jan-11, Feb-1, Apr-11, May-2, July-11, Aug-1, Oct-10, Oct-31,

2017
Jan-9, Jan-30, Feb-20, Apr-10, May-1, May-22, July-10, July-31, Aug-21, Oct-9, Oct-30, Nov-20

On the first day of the course, you will undergo an orientation process where you will receive the information you need to start your studies. Your attendance to this orientation is compulsory.

2016 FEES

Enrolment fee: $200
Material fee: $100
Tuition fee: $4,000

ENTRY REQUIREMENTS

- An overall equivalent of Australia’s Year 12 (minimum high school diploma)
- IELTS 5.5 or equivalent: upper intermediate English certificate, ABS pre entry test
- Students must be at least 18 years old

COURSE SCHEDULE

Lecture (Students choose between following options at enrolment)
A) Monday, Tuesday from 9:30 am to 1:30 pm
B) Wednesday, Thursday from 9:30 am to 1:30 pm
C) Monday, Tuesday from 4 pm to 8 pm (evening)

Assessment Support (Flexibility to choose the most convenient time for student)
- Monday to Friday from 1:30 pm to 5 pm
- Friday from 9 am to 5 pm

PROGRAM DESCRIPTION

The Diploma of Leadership and Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries (and within their respective countries) or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches.

The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team. The delivery format is one of sharing experiences and creates a truly international environment as students relate experiences and theories during discussions and group work. Nine of the 12 units are delivered in the classroom whilst three units are completed on-line.

PROGRAM OVERVIEW

Core Units
- Develop and use emotional intelligence
- Manage operational plan
- Lead and manage effective workplace relationships
- Lead and manage team effectiveness

Elective Units
- Manage personal work priorities and professional development
- Support the recruitment, selection and induction staff
- Manage people performance
- Undertake project work
- Facilitate continuous improvement

Online Units (Students have some flexibility in choosing/changing one or all 3 of these with other units)
- Manage quality customer service
- Manage risk
- Manage budgets and financial plans

*Course units may be subject to change
DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE UNITS

Develop and use emotional intelligence - BSBBLDR501
This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

Manage operational plan - BSBMGMT517
This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.

Lead and manage effective workplace relationships - BSBBLDR502
This unit describes the skills and knowledge required to lead and manage effective workplace relationships. It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation’s values, goals and cultural diversity.

Lead and manage team effectiveness - BSBWOR502
This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

Manage personal work priorities and professional development - BSBWOR501
This unit describes the skills and knowledge required to create systems and processes to organise information and prioritise tasks. It applies to individuals working in managerial positions who have excellent organisational skills.

Support the recruitment, selection and induction staff - BSBHRM405
This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.

Manage people performance - BSBMGMT502
This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

Undertake project work - BSBPMG522
This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

Manage budgets and financial plans - BSBFIM501 (online delivery)
This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

Facilitate continuous improvement - BSBMGMT516
This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

Manage quality customer service - BSBCUS501 (online delivery)
This unit describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

Manage risk - BSBRSK501 (online delivery)
This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

ASSESSMENTS

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ON-LINE UNITS

Online units are delivered through our on-line platform and can be completed anytime during your study period. You can contact and get support from your teacher to complete online units.

PATHWAY TO UNIVERSITY

Completion of our Diploma of Leadership and Management gives you up to 8 credits to apply to Bachelor programs in Business, Management or Marketing in the best Universities in Australia: Griffith, USC, CQU, USQ, Southern Cross University... Consult our course advisor for more information.

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