

Training suitability

The Diploma of Leadership and Management qualification is intended for students who find themselves in a position of responsibility for the review of management principles within their organisation, as well as the management of others.

This qualification is suitable for those who plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

In this Diploma you will learn to display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. Combining this with communication skills to support individuals and teams to meet organisational or enterprise requirements.

Study period and workload

The estimated time to complete the course is 7-8 hours per week over a 18 month study period comprising on-the-job learning, workplace practice, self-directed study and assessment preparation. This estimate is based on AQF guidelines and will vary according to student experience and current practice.

Skill outcomes

On successful completion of this course students will be able to:

- develop & demonstrate own emotional intelligence and senior leadership behaviour
- manage risks in a range of contexts
- develop, implement & monitor operational plan
- manage a project or a section of a larger project
- lead and manage continuous improvement systems and processes
- facilitate teamwork and workplace relationships

Delivery

- Corporate groups
- Individual students

Duration

18 months

Entry requirements

No special requirements

Assessment

A combination of knowledge questions, work-related tasks and evidence portfolio, or RPL

Learning Pathways

Available to higher awards

Please refer to our website for further information unep.edu.au

- develop, monitor and review financial management approaches and processes
- encourage and support the development of a learning environment
- manage staff performance
- manage systems to ensure products and services are delivered to agreed organisational standards.

Competencies

Students must complete 12 units of competency:

BSBLDR511

Develop and use emotional intelligence

BSBWOR501

Manage personal work priorities and professional development

BSBMGT605

Provide leadership across the organisation

BSBWOR502

Lead and manage team effectiveness

BSBLDR502

Lead and manage effective workplace relationships

BSBRSK501

Manage risk

BSBADM502

Manage meetings

BSBFIM501

Manage budgets and financial plans

BSBMGT516

Facilitate continuous improvement

BSBMGT517

Manage operational plan

BSBMGT502

Manage people performance

BSBPNG522

Undertake project work

Competency descriptions

BSBLDR511

Develop and use emotional intelligence

Increasing self-awareness, improving self-management and enhancing social awareness and relationship management are the main outcomes for this unit. The unit is for managers who are required to identify and act on information from a variety of sources and who deal with complex problems with initiative and judgement.

BSBWOR501

Manage personal work priorities and professional development

Describes the skills and knowledge required to create systems and process to organise information and prioritise tasks. This unit applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment

BSBMGT605

Provide leadership across the organisation

This unit equips students with the knowledge and abilities to demonstrate high levels of senior leadership behaviour, skills, knowledge, and personal and professional competence with a workplace. Improved leadership skills give the student and their organisation a valuable resource for future advancement.

BSBWOR502

Lead and manage team effectiveness

The Lead and Manage Team Effectiveness unit includes the performance outcomes, skills and knowledge that are used to enable all aspects of teamwork within an organisation. This unit involves taking a leadership role within a team and developing team plans, facilitating teamwork and engaging with management.

BSBLDR502

Lead and manage effective workplace relationships

With a particular focus on leading and managing effective workplace relationships, this unit empowers students who have a higher role in establishing and managing efforts to support workplace relationships within their organisations values, goals and cultural diversity.

BSBRSK501

Manage risk

Enhancing the skills and knowledge required to effectively manage risk within a wide range of organisational contexts, the Manage Risk unit is for students working within a position of authority who are entrusted with implementing change within the business, organisation, program or project.

BSBADM502

Manage meetings

Manage meetings unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes. This unit applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace.

BSBFIM501

Manage budgets and financial plans

Proper financial management within an organisation is a crucial element of ongoing success. Manage Budgets and Financial Plans applies to managers from a wide range of organisations and sectors that hold responsibility for the proper use of finances in keeping with the objectives of the team or organisation. Content 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.

BSBMGT516

Facilitate continuous improvement

Including the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes, Facilitate Continuous Improvement features a particular emphasis on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.

BSBMGT517

Manage operational plan

Featuring content designed for students who manage the work of others within the parameters of their organisation's operational plan, Manage Operation Plan contains details on the skills and knowledge useful in actioning the operational plan in order to best achieve effective and efficient workplace practices.

BSBMGT502

Manage people performance

Manage People Performance is designed to give students the knowledge required to effectively manage the performance of staff reporting directly to them. Key tenets of Performance Management that are detailed in this unit include the development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, providing the basis for performance management.

BSBPMG522

Undertake project work

This unit covers developing a project plan, administering, monitoring, finalising and reviewing the project to identify lessons learned for application on future projects. Learning in this unit may involve working on a straightforward project or a section of a larger project.