

Diploma of Leadership and Management BSB51918

Congratulations on your successful application to undertake Diploma of Leadership and Management BSB51918. This nationally recognised qualification is aimed at people with direct responsibility for the performance of individuals and teams to achieve operational objectives.

To successfully complete the qualification you will need to complete 12 units of competency as outlined in the study program over page. The elective units have been selected to reflect the roles of Business Managers and School Administrative Managers in the NSW school system. We're looking forward to supporting you along your professional development journey.

On successful completion of this course you should be able to:

- o develop and demonstrate own emotional intelligence and senior leadership behaviour
- o lead and participate in meetings and make presentations to customers, clients and others
- o lead and promote innovation and establish work practices that support the application of innovation and provide learning opportunities
- o manage the performance of staff and/or contractors, facilitate teamwork and develop workplace relationships through building trust and confidence
- o establish personal work goals, set and meet own work priorities, and develop and maintain professional competence
- o develop strategies to ensure services are delivered and maintained to agreed standards
- o lead and manage continuous improvement systems and processes
- o develop, implement and monitor an operational or project plan

Study period

The Diploma of Leadership and Management is delivered over 24 months. Although this might seem like a long time it will require careful self-management. With 12 units to achieve you should aim to complete a unit every 8 weeks.

You will be responsible for your own progress and can work at your own pace. UNE Partnerships will schedule due dates for assessment tasks but these dates are flexible and can be adjusted to suit your circumstances.

Duration and study workload

The time it takes for different people to complete the course requirements will vary depending on things such as depth of experience and prior study. The estimated time to complete the course is approximately 6-7 hours per week over a 24 month study period comprising workplace activities, self-directed study and assessment preparation.

Learning online

This is an online study program. All learning and assessment material will be provided through the UNE Partnerships e-learning portal.

Your ability to study online will be an important factor in your success. You will need to have moderate computer literacy skills so you can:

- access the internet and actively participate in an online study program
- use common office software products to create, edit and present information using a range of tools and techniques
- resolve basic technology problems on your own

Your own motivation and commitment to study and develop new skills will also be a strong factor in your success. You will need to set time aside for study at regular intervals to ensure continuity and focus and engage with the UNE Partnerships support team and your colleagues through the forum so that you don't feel isolated.

Your success will not only depend on your own motivation and skills but on the technology you use. Please check our IT System requirements at www.unep.edu.au/get-started/policies/ to ensure you have the necessary equipment. This site contains policies and procedures related to your enrolment.

Enrolment process

If you are a new or continuing student undertaking nationally recognised training, you need a **Unique Student Identifier (USI)** to enrol in your qualification. If you don't already have a USI, or have forgotten it, please visit this site – <https://www.usi.gov.au/>

- o Please enrol using the name your USI is registered for, your name must match your USI registration. *If you do not provide us with your USI we will not be able to issue your qualification.*
- o Once you have entered all the details for enrolment you will receive an email confirming that you have been registered.
- o You will receive another email with your username and password once your enrolment is activated. Please keep this in a safe place.

Program outline

The table below shows the units you will undertake and the order in which they will be presented through the online site.

No.	Unit Code	Unit title	School Administration Managers	Business Managers
1	BSBLDR511	Develop and use emotional intelligence	√	√
2	BSBLDR502	Lead and manage effective workplace relationships	√	√
3	BSBWOR501	Manage personal work priorities and professional development	√	√
4	BSBWOR502	Lead and manage team effectiveness	√	√
5	BSBLED501	Develop a workplace learning environment	√	√
6	BSBMGT517	Manage operational plan	√	√
7	BSBADM504	Plan and implement administration systems	√	√
8	BSBCUS501	Manage quality customer service	√	
	BSBR5K501	Manage risk		√
9	BSBHRM405	Support the recruitment selection and induction of staff	√	
	BSBPMG522	Undertake project work		√
10	BSBADM502	Manage meetings	√	
	BSBFIM501	Manage budgets and financial plans		√
11	BSBMGT605	Provide leadership across the organisation	√	
	PSPPCM008	Manage contract performance		√
12	BSBMGT502	Manage people performance	√	
	BSBMGT516	Facilitate continuous improvement		√

Pathways

Graduates will be eligible for credit to higher awards through the University of New England once entry criteria are met. Further details at this link <https://www.unep.edu.au/get-started/pathways-to-une/>

More information

For further questions please contact Linda George on 02 6773 0000 or email linda.george@unep.edu.au

You may also wish to follow UNEP on:

