

## Tamworth Business Chamber Future Leaders Program 2021

### BSB51918 Diploma of Leadership and Management



The Tamworth Chamber of Commerce is in partnership with the University of New England (UNE) and UNE Partnerships (UNEP) to offer the Diploma to Junior Chamber members to build the capacity and capability of business managers as future leaders.

#### Course Information

On completion of the program you will have the skills and confidence to:

- understand and use emotional intelligence to optimise business communications and engagement
- manage a diverse team of people and team relationships to achieve the best results for your business
- determine your client needs, and monitor business performance in meeting those needs and quality standards
- manage your operational plan and budget effectively
- assess the role that risk management plays
- ensure your policies and procedures support sustainability
- understand the need for a continuous process of review and improvement and apply that process across all aspects of the business
- manage meetings and communicate with influence.

#### Selection Process

##### Eligibility

1. Minimum 3 years' experience as a Manager.
2. The applicant is currently employed in the Tamworth Region and a member of the Chamber.

##### Organisational Eligibility Requirements

1. Completion of the EOI, and approval signed by the CEO or your Manager; and
2. A letter of support outlining your suitability to complete this qualification and to confirm your career pathway.

EOI Applications due:	12 April 2021
Enrolment date:	27 April 2021
Commencement:	3 May 2021

##### Confirmation

UNEP will process your EOI and the supporting documentation.

UNEP will contact you about your 'proof of identity' documents.

The BSB51918 Diploma of Leadership and Management is a nationally recognised qualification on the NSW Skills List. Partial funding is available to eligible students through the NSW Smart and Skilled Program.



## Course commitments

The program is offered through blended online learning and includes a short induction webinar, a 3 hour webinar and a 1 hour assessment support webinar addressing each of the 12 units. Twelve 1 hour assessment support webinars will assist you to interpret assessment requirements and submit relevant evidence for assessment. All learning resources and assessment are available online and your course administrator and trainer/assessor will support your learning throughout the course.

Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 6-10 hours a week of self-directed workplace and individual study. A confirmed schedule will be provided upon enrolment.

## Funding arrangements

With the available NSW Smart and Skilled funding, this qualification requires a student contribution.

### Eligibility

This training is subsidised by the NSW Government. There is a student contribution fee attached to participation in this course for eligible applicants. You are eligible to enrol in this government-subsided course if you have answered 'yes' to all four of the eligibility funding criteria below:

- living and/or working in NSW
- aged 15 years or older
- have left school
- Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen.

### Student contribution

The following student contribution fees will apply:

- those who have not completed a qualification since school: **\$2,530**
- those who have an existing qualification: **\$2,850**.

**Note:** Loans may be available from VET Student Loans to cover the student contribution if your employer is not funding the course for you.

### Job Trainer Student contribution

In addition to the eligibility above, if you meet the eligible funding criteria below:

- Aged 17-24; or
- Receiving income support; or
- Unemployed (for example, jobseeker); or
- Expected to become unemployed (for example, receiving jobkeeper).

the student contribution is **FEE FREE**.

## Other requirements

### Technology Requirements

All of our courses are delivered through the UNE Partnerships online learning platform. You will need ready access to an internet enabled computer, including a web camera and headset. More information about our technology requirements can be found at the link: <http://downloads.unep.edu.au/documents/UNE-Partnerships/UNEP-IT-Requirements.pdf>

### Unique Student Identifier (USI)

As of January 2015 all students participating in nationally recognised training must provide a Unique Student Identifier. The aim of the USI is to help keep your training records and results together in an online account. Qualifications and statements of attainment cannot be conferred without this number.

- Create a new USI at this site: <https://www.usi.gov.au/your-usi/create-usi> OR
- if you have misplaced your USI, you can recover your USI at this site: <https://www.usi.gov.au/faqs/find-your-usi>

## 2021 - 2023 at a glance



### Blended training

24 webinars plus online learning



### Dates

APRIL 2021 to 2023

- Course duration: 18-24 months
- Full academic and administrative support
- Full on-line access and online course materials
- Interactive sessions via Zoom virtual classroom.

## Provide your Expression of Interest

**Step 1:** Fill out the details below and send via email to: [enquiries@unep.edu.au](mailto:enquiries@unep.edu.au)

**Step 2:** UNEP will email you a link to the enrolment form

### BSB51918 Diploma of Leadership and Management

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Organisational name: \_\_\_\_\_

Is this your 1st qualification or 2nd qualification? \_\_\_\_\_

Payment options (please tick your choice)

Student to pay contribution

Business to pay student contribution

Student to apply to VET Student Loan

I confirm that:

I meet the eligibility criterion for the BSB51918 Diploma of Leadership and Management.

I will be available to attend the webinar virtual classrooms.

I will meet the student contribution provided under funding arrangements section.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CONTACT US FOR MORE INFORMATION

UNE Partnerships | [enquiries@unep.edu.au](mailto:enquiries@unep.edu.au) | 02 6773 0000