

BSB50420 Diploma of Leadership and Management

Skill Set: Leading successful change



Program Overview

unepartnerships

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Overview

Welcome

Welcome to *Leading successful change*, a skill set from the *BSB50420 Diploma of Leadership and Management*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

This qualification provides the skills and knowledge to lead change within the organisation.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: enquiries@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

BSB50420 Diploma of Leadership and Management

Aim of the program

This skill set aims to equip participants to achieve and lead successful change, empowering the learner with the requisite confidence, skills and knowledge to support dynamic business transformation. This short skill set is intended to be undertaken by senior administrative staff and aspiring managers within a business environment.

Learning outcomes

On completion of the program you should be able to:

- communicate organisational mission and goals
- influence groups and individuals
- build and support teams
- demonstrate personal and professional competence
- manage ideas and information
- establish systems to develop trust and confidence
- manage the development and maintenance of networks and relationships
- manage difficulties to achieve positive outcomes
- lead continuous improvement systems and processes
- monitor and adjust performance strategies
- manage opportunities for further improvement.

Structure of the program

There are twelve (12) units of competency in this qualification and all must be successfully completed in order to achieve the *BSB50420 Diploma of Leadership and Management*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below.

Table 1: Overview or course structure

Course name	Unit of competency
Provide leadership across the organisation	BSBLDR602 Provide leadership across the organisation
Facilitate continuous improvement	BSBSTR502 Facilitate continuous improvement
Lead and manage effective workplace relationships	BSBLDR523 Lead and manage effective workplace relationships

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB50420 Diploma of Leadership and Management*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB50420 Diploma of Leadership and Management* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 5 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Study workload

The nominal duration of your enrolment in the *BSB50420 Diploma of Leadership and Management* skill set is six months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 8 hours a week of self-directed workplace and individual study over the six month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to six months from enrolment to complete the *BSB50420 Diploma of Leadership and Management* skill set. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.