

BSB51918 Diploma of Leadership and Management



Program Overview

 **the**partnerships

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Overview

Welcome

Welcome to the *BSB51918 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 nationally recognised qualification is aimed at people with direct responsibility for the performance of individuals and teams to achieve operational objectives.

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: business@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

02 6773 0000

meg.michell@unep.edu.au

BSB51918 Diploma of Leadership and Management

Aim of the program

This qualification aims to equip participants with the skills and knowledge to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

Learning outcomes

On completion of the program you should be able to:

- develop and demonstrate own emotional intelligence and senior leadership behaviour
- evaluate and enhance own practice through a process of reflection and ongoing professional development
- manage the performance of staff and/or contractors, facilitate teamwork and develop workplace relationships through building trust and confidence
- establish personal work goals, set and meet own work priorities, and develop and maintain professional competence
- develop strategies to ensure services are delivered and maintained to agreed standards
- lead and manage continuous improvement systems and processes
- develop, implement and monitor an operational or project plan
- identify and analyse risks and implement treatment of risks in the organization
- plan and implement financial management approaches and review and evaluate financial management processes

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 *BSB51918 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 employs a mixed delivery mode, combining online learning and assessment resources with face-to-face training sessions interspersed throughout the study period. These sessions are mandatory and integral to completing units successfully. An outline of the structure for delivery and assessment is provided below. **Please note that the workshops dates are proposed dates only and have not been confirmed.**

Term	Unit/s of competency	Workshop dates
Term 1	BSBMGT605 Provide leadership across the organisation	

Term	Unit/s of competency	Workshop dates
	CHCPRP003 Reflect on and improve own professional practice	NSW 3 – 7 Feb 2020
	BSBLDR511 Develop and use emotional intelligence	QLD 17 – 21 Feb 2020
Term 2	BSBWOR502 Lead and manage team effectiveness	NSW 6 – 10 July 2020
	BSBLDR502 Lead and manage effective workplace relationships	QLD 20 – 24 July 2020
	BSBMGT502 Manage people performance	
Term 3	BSBMGT517 Manage operational plan	TBA February 2021
	BSBMGT516 Facilitate continuous improvement	
	BSBRSK501 Manage risk	
Term 4	BSBFIM501 Manage budgets and financial plans	TBA July 2021
	BSBLE501 Develop a workplace learning environment	
	BSBSUS501 Develop workplace policy and procedures for sustainability	

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB51918 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 *BSB51918 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.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *BSB51918 Diploma of Leadership and Management* receives advanced standing into awards at the University of New England (UNE), subject to eligibility.

Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the BSB51918 Diploma of Leadership and Management is 24 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 7 hours a week a week of self-directed workplace and individual study over the 24 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 24 months from enrolment to complete the BSB51918 Diploma of Leadership and Management. 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.