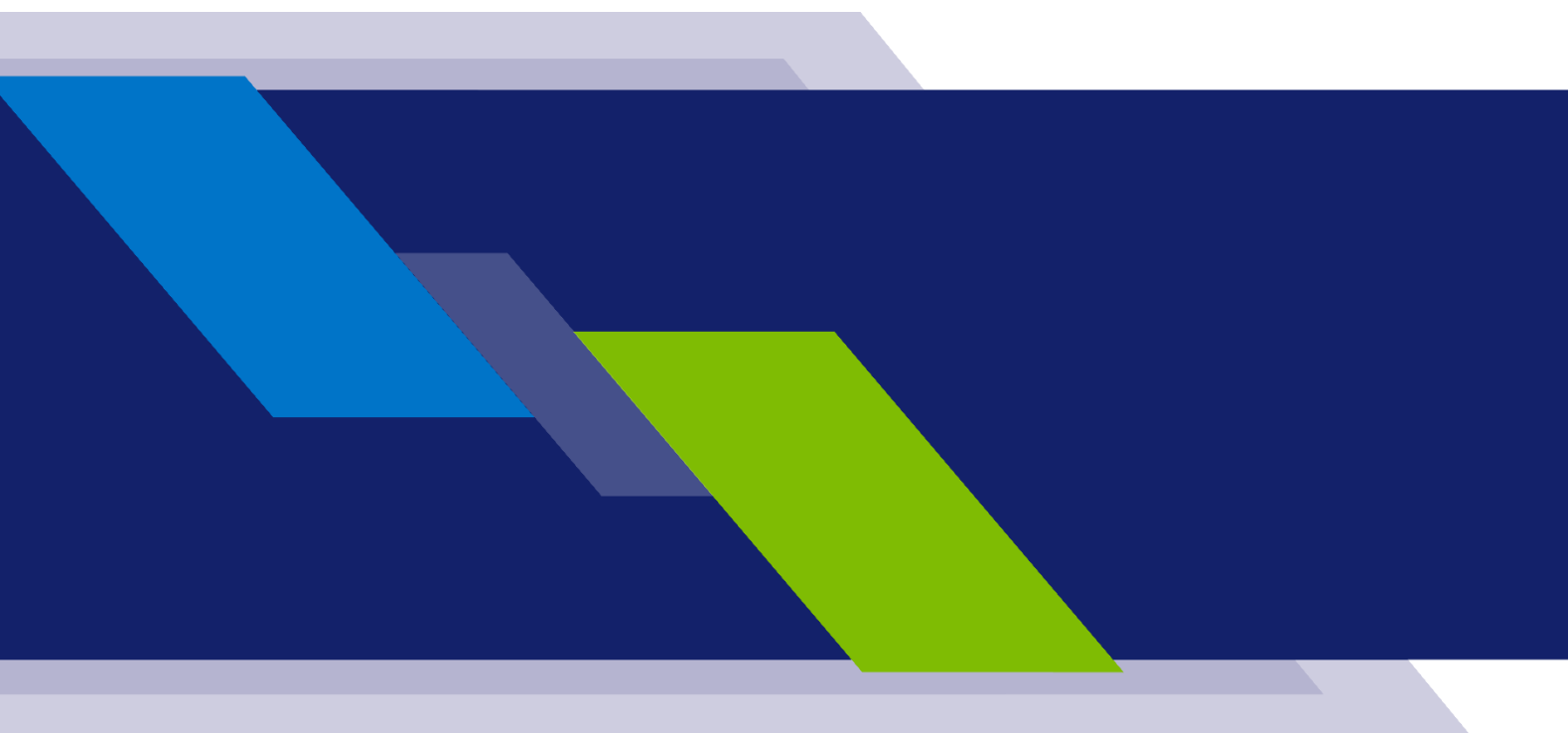


BSB51918 Diploma of Leadership and Management

Skill Set: Business Manager Leadership Development Program



Program Overview



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BSB51918 Diploma of Leadership and Management - Business Manager Leadership Development Program - Version CEDP1.0

Published 7 January 2019

Program Overview developed by UNE Partnerships

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Overview

Welcome

Welcome to the Catholic Education Diocese of Parramatta *Business Manager Leadership Development Program*, a skill set from 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.

We are delighted that you have joined this Catholic Education Diocese of Parramatta program. UNE Partnerships as your training provider are committed to working with you to achieve your study goals

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

02 6773 0000

meg.michell@unep.edu.au

BSB51918 Diploma of Leadership and Management

Aim of the program

This skill set aims to develop your leadership and management capabilities through increased emotional self-awareness and developing effective relationships within the workplace and broader community.

Learning outcomes

On completion of the program you should be able to:

- develop and demonstrate own emotional intelligence and senior leadership behaviour
- implement strategies to resolve difficulties in workplace relationships and provide guidance, coaching and support to co-workers
- implement workplace policies for cultural diversity and ethical values
- define and scope a project, implement and monitor project plans and review project outcomes and lessons to be learned
- develop a project plan covering timelines, task breakdown, roles and responsibilities, risk management, WHS and budget
- develop, implement and monitor operational plan

Structure of the program

The *Diploma of Leadership and Management* requires students to complete a total of twelve (12) units of competency. The skill set in which you have enrolled includes four (4) of the required units.

The program employs a mixed delivery mode, incorporating facilitator-led workshops, as well as a combination of print and electronic course material. An outline of the structure for delivery and assessment is provided below.

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.

Workshop	Course	Unit/s of competency
Lead and manage effective workplace relationships	Task 1: Manage ideas and information Task 2: Developing trust and confidence Task 3: Maintenance of networks and relationships Task 4: Manage Team Difficulties	BSBLDR502 Lead and manage effective workplace relationships

Workshop	Course	Unit/s of competency
Develop and use emotional intelligence	Task 1: Own emotional intelligence Task 2: Recognising emotional strengths and weakness in others Task 3: Using emotional intelligence with the team	BSBLDR511 Develop and use emotional intelligence
Undertake project work	Task 1: Defining and planning your project Task 2: Consulting with the team Task 3: Administering the project Task 4: Finalising and reviewing the project	BSBPMG522 Undertake project work
Manage operational plan	Task 1: Planning Task 2: Implementing	BSBMGT517 Manage operational plan

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded a Statement of Attainment. 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 skill set in which you have enrolled includes four (4) of the required units from the Diploma of Leadership and Management. The *BSB51918 Diploma of Leadership and Management* 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 *Business Manager Leadership Development Program* is 12 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 4 hours a week of self-directed workplace and individual study over the 12 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 12 months from enrolment to complete the *Business Manager Leadership Development Program*. 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.