

Leadership Principles Skill Set



Program Overview

unepartnerships

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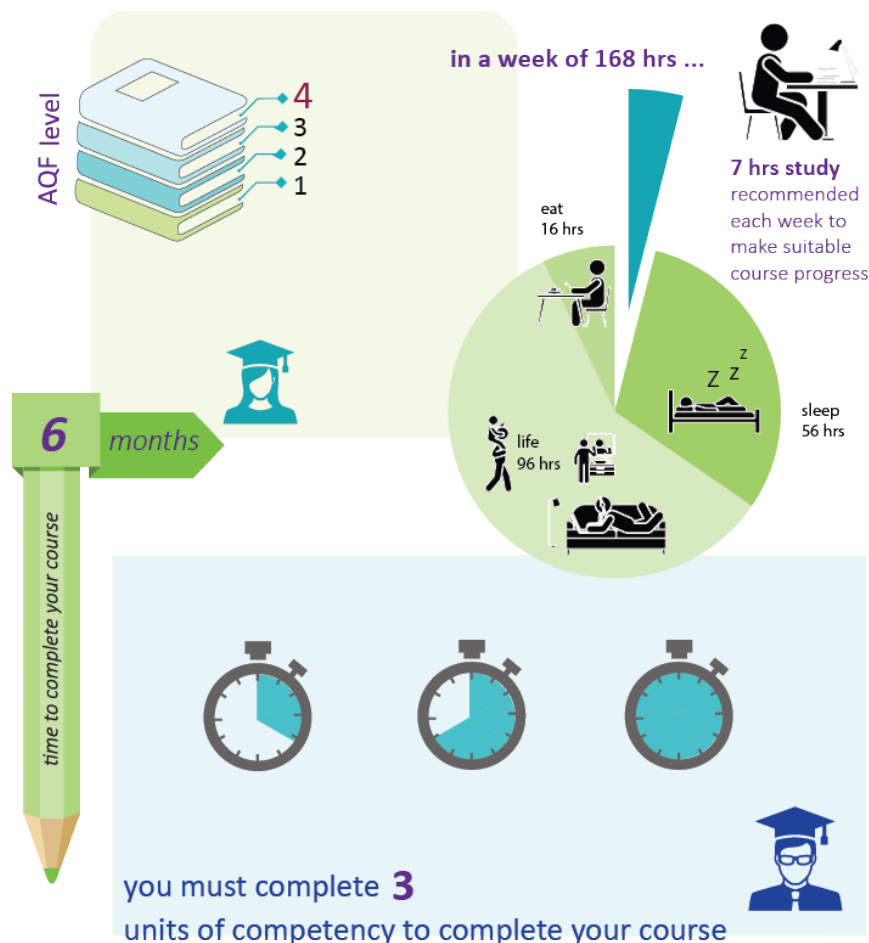
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Overview

Welcome

Welcome to *Leadership Principles Skill Set*, which contain units from the *Certificate IV in Leadership and Management BSB40520*. 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 the Leadership Principles Skill Set program. This qualification provides the skills and knowledge for leading staff and teams within a contemporary workplace setting.

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

Leadership Principles Skill Set

Aim of the program

This Skill Set aims to equip participants with the skills and knowledge to plan and supervise the performance of their team, while understanding the context and choosing the methods of communication to suit the audience and model high standards of conduct that reflect your organisation's standards and values.

Learning outcomes

On completion of the program you should be able to:

- identify context for communication
- clarify message and engage communication
- take follow-up actions to improve leadership communication processes
- plan to achieve team outcomes
- lead team to develop cohesion
- participate in and facilitate work within the team
- liaise with management
- model high standards of management performance and behaviour.

Structure of the program

There are three (3) units of competency in this skill set and successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program is self-directed online study with access to downloadable PDF course material and online interactive learning activities. An outline of the structure for delivery and assessment is provided below.

The program is offered through online self-directed 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	Assessment Tasks	Course Duration
BSBPEF502 Develop and use emotional intelligence	Task 1: Knowledge questions Task 2: Recognising emotional strengths and weaknesses in others Task 3: Using emotional intelligence with the team.	8 weeks (56 days)
BSBXTW401 Lead and facilitate a team	Task 1: Knowledge questions Task 2: Plan team outcomes Task 3: Support and coordinate team and individuals Task 4: Monitor team performance	8 weeks (56 days)

Course name	Assessment Tasks	Course Duration
BSBLDR411 Demonstrate leadership in the workplace	Task 1: Short answer questions Task 2: Organisational policies and procedures Task 3: Leading teams	8 weeks (56 days)

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

Study workload

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 of self-directed workplace and individual study over the 6 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 6 months from enrolment to complete the Leadership Principles 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.