

Projects, People and Leadership Skill Set



Program Overview

unepartnerships

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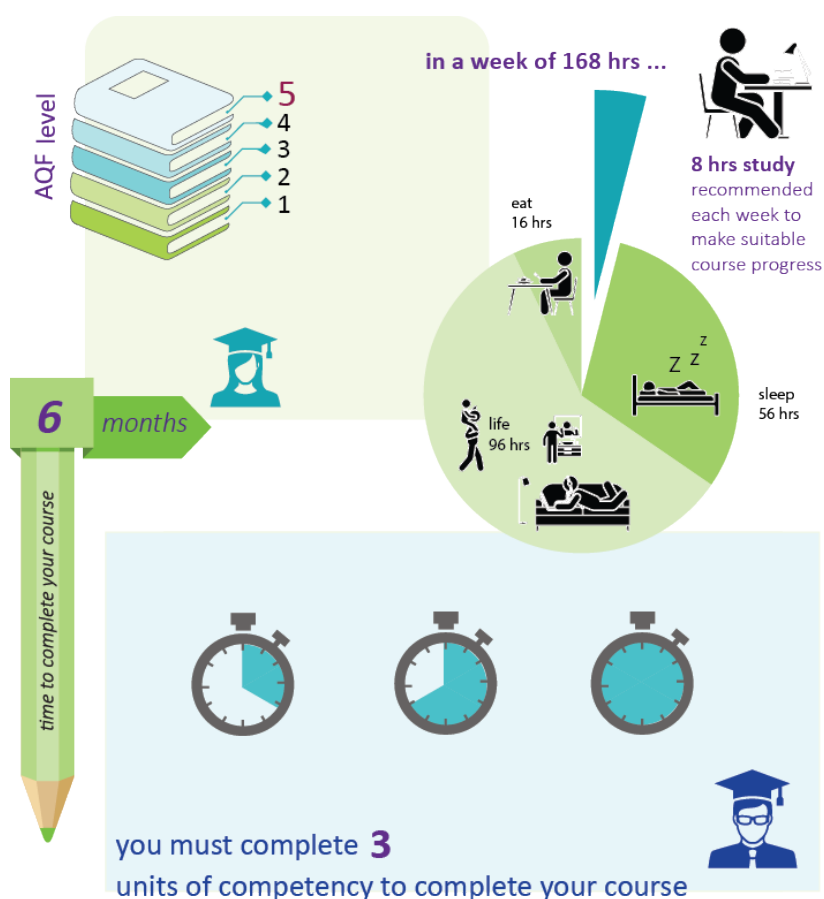
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Overview

Welcome

Welcome to *Projects, People and Leadership Skill Set*, which contains units from the *Diploma of Leadership and Management BSB50420*. 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 Projects, People and Leadership Skill Set program.

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

Projects, People and Leadership Skill Set

Aim of the program

Connect, motivate and bring out the best in your team, ensuring they remain focused and on track to meet your project goals.

Learning outcomes

On completion of the program you should be able to:

- Establish team performance plan
- Develop and facilitate teams and teamwork
- Liaise with stakeholders
- Establish and manage effective workplace relationships
- Review management of workplace relationships
- define a project and develop a project plan
- administer and monitor a project
- finalise and review a project

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.

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 of course structure

Course name	Assessment Tasks	Course Duration
BSBLDR523 Lead and manage effective workplace relationships	Task 1: Knowledge questions Task 2: Workplace issues Task 3: Call centre upgrade Task 4: Review relationship management.	8 weeks (56 days)
BSBTWK502 Manage team effectiveness	Task 1: Knowledge questions Task 2: Team structure and performance planning Task 3: Cohesion and teamwork.	8 weeks (56 days)
BSBPMG430 Undertake project work	Task 1: Knowledge questions Task 2: Project	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 8 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 Projects, People and Leadership 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.