

Take your leadership and management skills to the next level!



This qualification can help current team leaders and managers working in a management role or with previous experience returning to work improve their knowledge and formal qualifications.

This course covers essential skills such as:

- Managing operational plans
- Managing quality customer service
- Developing and managing budgets

BSB51915 Diploma of Leadership and Management

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. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

COURSE ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

Illawarra ITeC require students to have strong english, reading and writing skills, or higher and should have completed Year 12 or equivalent schooling, or have proven written communication skills.

Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

UNITS OF STUDY

To be awarded a full qualification in Diploma of Leadership and Management - BSB51915 you will need to be assessed as competent in 4 core plus 8 elective units of competency (12 units of competency). A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

BSB51915 - Diploma of Leadership and Management

| UNIT CODE | UNIT NAME |
|------------|--|
| BSBLDR501 | Develop and use emotional intelligence |
| BSBMGT517 | Manage operational plan |
| BSBLDR502 | Lead and manage effective workplace relationships |
| BSBWOR502 | Lead and manage team effectiveness |
| BSBCUS501 | Manage quality customer service |
| BSBRISK501 | Manage risk |
| BSBWHS501 | Ensure a safe workplace |
| BSBWOR501 | Manage personal work priorities and professional development |
| BSBADM502 | Manage meetings |
| BSBMGT605 | Provide leadership across the organisation |
| BSBFIM501 | Manage budgets and financial plans |
| BSBSUS501 | Develop workplace policy and procedures for sustainability |



JOB ROLES & CAREER OPPORTUNITIES:

- Branch Manager
- Leadership Consultant
- Office Manager
- Operations Manager

DELIVERY OPTIONS

- **Class Based 4 days / week up to 12 months**
- **Mixed Mode flexible delivery up to 18months including correspondence, mentoring and regular workshops.**

It is not compulsory that you attend the face to face workshops, however it will assist you in completing the units and therefore it is recommended you attend whenever possible. If applicable, workplace visits from your trainer may be organised if you can not attend the workshops, please discuss options with your Trainer or ITeC's Training Coordinator Rebecca Radic.

Sometimes you will commence learning more than one unit on the same day because some units may contain information that is relevant to other unit/s however they may have different assessment dates due to the learning requirements for individual units. The

A Training Plan will be developed for each participant to meet individual needs and workplace assessment will be arranged if required.

Recognition of Prior Learning (RPL): The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Credit Transfer: If you have successfully completed exactly the same unit of competency or a unit similar in content and outcome to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer.

STUDENT SUPPORT

The Illawarra ITeC is committed to ensuring that all students are offered:

- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

Unique Student Identifier (USI)

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

COURSE FEES

Training Funded under NSW Smart and Skilled. This training is subsidised by the NSW Government.

To be eligible to enrol in a government-subsidised course with an approved Smart & Skilled training provider you must answer 'Yes' to all these questions:

Are you:

- 15 years old or over?*
- no longer at school?*
- living or working in NSW?*
- an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?*

This course is also offered on a fee for service basis for people not eligible for government funding.

Contact Illawarra ITeC to check:

Course fees and eligibility (*Concessions and fee exemptions may be applicable*).

Smart and Skilled Fee Free Scholarships

ITeC also has:

Course Payment Plans available

Financial Hardship Scholarships

(Conditions apply)

**Please feel free to contact Illawarra ITeC for more information:
Phone: 02 4223 3100 or Email: itec@illawarraitec.com.au**