



Diploma of Leadership and Management

OVERVIEW

This course is suited to you if you are looking to move into the management of others or to add value to, or review, management practices. Your role may be in any industry or organisational setting. Typically in your role you will have considerable experience in your industry or vocational area and combine an informed perspective of specific work requirements with your managerial approach. This qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate your own work or the work of a team. This course is available as a Fast Track study mode, available if you are employed in the field and can complement your learning with workplace experience, and therefore complete your studies earlier.

LEARNING OUTCOMES

- Managing customer service strategies
- Managing work teams
- Managing meetings
- Nurturing workplace relationships and managing people performance
- Managing personal work priorities and professional development
- Planning and managing conferences
- Managing projects

COMPULSORY UNITS

BSBMGT517 Manage operational plan
BSBLDR502 Lead and manage effective workplace relationships
BSBWOR502 Lead and manage team effectiveness
BSBCUS501 Manage quality customer service
BSBFIM501 Manage budgets and financial plans
BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBPMG522 Undertake project work
BSBRSK501 Manage risk
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBMKG502 Establish and adjust the marketing mix
BSBLDR511 Develop and use emotional intelligence

SELECTABLE UNITS

Additional selectable units may apply.

ASSESSMENT

The assessments will enable students to demonstrate the underpinning knowledge, skills and attributes required to meet the course outcomes. A range of assessment strategies to meet different student's needs will be selected, including reports, essays and presentations. Generally each unit has a minimum of 1 and a maximum of 4 assessments, which must be submitted electronically.

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF Qualification

CAREERS

- Administration manager
- General manager
- Office manager
- Accounts supervisor
- Co-ordinator
- Team leader
- Supervisor
- Foreperson
- Leading hand
- Project manager

DELIVERY METHODS

- Blended – Teaching and assessment will be conducted on-campus and online.

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

Part-time: 18 months

DELIVERY SCHEDULE

This course is offered through monthly fast-track workshops with an online option.

Workshops delivered once a month on Thursdays from 9am-4pm

REQUIREMENTS

There are no entry requirements for this qualification, however, it is preferred that candidates commencing this qualification meet either of the following conditions: BSB40812 Certificate IV In Frontline Management or other relevant qualification OR have vocational experience but without formal supervision or management qualification.

Students undertaking the 'Fast Track' method of study must be employed in a supervisory position which complements the theoretical learning of the classes.

AQF CODE BSB51918

COURSE CODE BSB51918

COURSE TYPE Qualification

FEES

Government Funded \$4,260.00 (Tuition \$4,260.00, Materials \$0.00)

Fee For Service \$4,970.00 (Tuition \$4,970.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

You will be required to purchase a textbook valued at \$150, acquired externally and not from Wodonga TAFE.

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'Apply Now' tab on the Wodonga TAFE website.

VET Student Loans may be available to eligible individuals. For more information, visit <https://www.education.gov.au/vet-student-loans> or see the 'VET Student Loans' page on our website under the 'Apply Now' tab.

HOW TO APPLY

Apply via the 'Apply online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au

PATHWAYS

Successful completion may give you credits towards further studies at university level. Please contact your relevant university to find out more.

WHEN YOU CAN ENROL

You can enrol in this course anytime throughout the year - apply now!