



BSB51918 Diploma of Leadership and Management Information Booklet

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MONASH STUDENT ASSOCIATION
Training and Professional
Development

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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Program Information

MSA Training and Professional Developments works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

The opportunity to study at MSA Training and Professional Developments is open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts



Course enquiries:
Student Service Officer
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03 990 53180



Group bookings:
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BSB51918 Diploma of Leadership and Management

Course description

The BSB51918 Diploma of Leadership and Management is a highly sought after qualification designed to develop your leadership skills to management level and beyond. This course will assist you to develop initiative and judgement in planning, organising, and monitoring employee's workloads as well as your own. You will learn to communicate and support individuals and teams to meet organisational or enterprise requirements and strategies. Learn to identify, analyse and synthesise from a variety of sources and transfer their knowledge to others.

Why study this course?

- ✓ Get the skills employers really want
- ✓ Unlock your leadership potential
- ✓ Succeed as a respected manager and leader
- ✓ Advance your career
- ✓ Study part-time to balance your work and family commitments
- ✓ Learn from our brilliant trainers who are highly qualified and have extensive industry experience
- ✓ Study with a prestigious training provider with a reputation for quality

What will I learn?

This course has been developed to provide skills and knowledge to:

- Manage the performance of staff
- Facilitate continuous improvement in the workplace
- Undertake project-based work
- Lead successful teams
- Recruit, select and induct new staff members
- Manage own priorities and professional development
- Manage business risk
- Develop a workplace learning environment

Career and job outcomes

Examples of potential career and job outcomes may include:

- Manager
- Senior Manager
- Product Manager
- Service Manager
- Business Development Manager
- Head of Department

Where can I study this course?

This course is available at:

- Monash University in Clayton
- At your workplace – Group Training



Entry requirements

Students will require completion of Certificate IV in Leadership and Management or other equivalent managerial/leadership qualification, along with experience in a team leader/supervisory/managerial role. Alternatively, students may have no formal qualification but have several years of substantial relevant vocational experience in a team leader/supervisory/managerial role.

Students will require a sound understanding of how to navigate computers along with software (Word, Excel), opening and closing documents, saving documents, typing and using the internet for researching and emails. Students who are not confident using computers are welcome to enrol in one of the short compute courses provided by MSA Training and Professional Development.

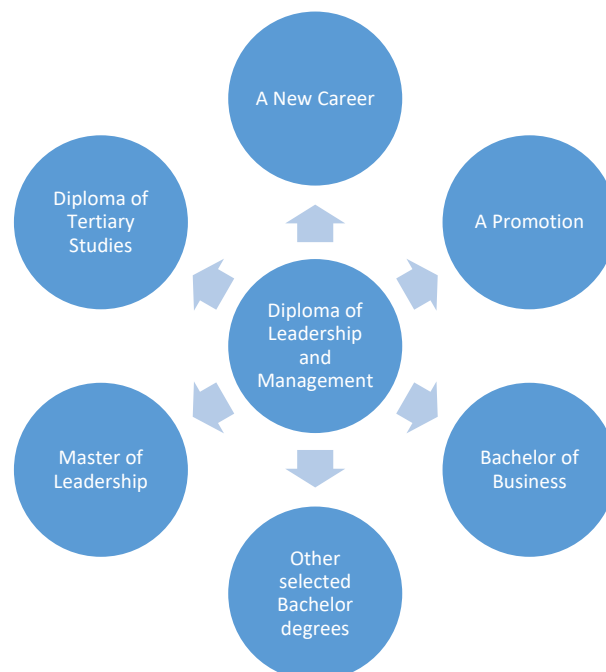
Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional Development offers a beginners ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.



Pathways

This qualification opens up a world of opportunities.....

Advanced Diploma level qualifications in a similar field (eg. BSB61015 Advanced Diploma of Management) would be a suitable training pathway and would support career progression. The Diploma of Leadership and Management from MSA Training and Professional Development can also be used as a pathway into several tertiary qualifications within MSA University. If this is your goal, please discuss the entry requirements with us.





Course syllabus

This qualification contains 12 units of competency. 4 Core and 8 Electives

Unit of competency	What you will learn
BSBWOR501 Manage personal work priorities and professional development	<ul style="list-style-type: none"> Establish personal work goals Set and meet own work priorities Develop and maintain professional competence
BSBWOR502 Lead and manage team effectiveness	<ul style="list-style-type: none"> Establish team performance plan Develop and facilitate team cohesion Facilitate teamwork Liaise with stakeholders
BSBMGT517 Manage operational plan	<ul style="list-style-type: none"> Develop operational plan Plan and manage resource acquisition Monitor and review operational performance
BSBPMG522 Undertake project work	<ul style="list-style-type: none"> Define project Develop project plan Administer and monitor project Finalise project Review project
BSBMGT516 Facilitate continuous improvement	<ul style="list-style-type: none"> Lead continuous improvement systems and processes Monitor and adjust performance strategies Manage opportunities for further improvement
BSBFIM501 Manage budgets and financial plans	<ul style="list-style-type: none"> Plan financial management approaches Implement financial management approaches Monitor and control finances Review and evaluate financial management processes
BSBLDR513 Communicate with influence	<ul style="list-style-type: none"> Communicate clearly Present and negotiate persuasively Participate in and lead meetings effectively Make a presentations at meetings, forums and conferences
BSBLDR511 Develop and use emotional intelligence	<ul style="list-style-type: none"> Identify the impact of own emotions on others in the workplace Recognise and appreciate the emotional strengths and weakness of others Promote the development of emotional intelligence in others Utilise emotional intelligence to maximise team outcomes
BSBHRM405 Support the recruitment, selection and induction of staff	<ul style="list-style-type: none"> Plan for recruitment Plan for selection Support selection process Induct successful candidate
BSBMGT502 Manage people performance	<ul style="list-style-type: none"> Allocate work Assess performance Provide feedback Manage follow up
BSBLED501 Develop a workplace learning environment	<ul style="list-style-type: none"> Create learning opportunities Facilitate and promote learning Monitor and improve learning effectiveness
BSBLDR502 Lead and manage effective workplace relationships	<ul style="list-style-type: none"> Mange Ideas and information Establish systems to develop trust and confidence Mange the development and maintenance of networks and relationships Manage difficulties to achieve positive outcomes



Timetable

The nationally recognised course is studied part time for 13 daytime sessions on a fortnightly basis. This timetable and the order of units is subject to change. Please speak to the office for more information or to confirm dates.

Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

Total nominal hours: 730

Pre-course reading and research: 40 hours

Total classroom hours: 84 hours

Total study hours per week: 300 hours

Completion of each post-course assessment: 300 hours

Additional Support days: 14 hours

You have 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only. Fees may apply.

Materials

Students will need access to a computer, internet and printer for the purposes of research and completing assessments.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Calculator
- Ruler

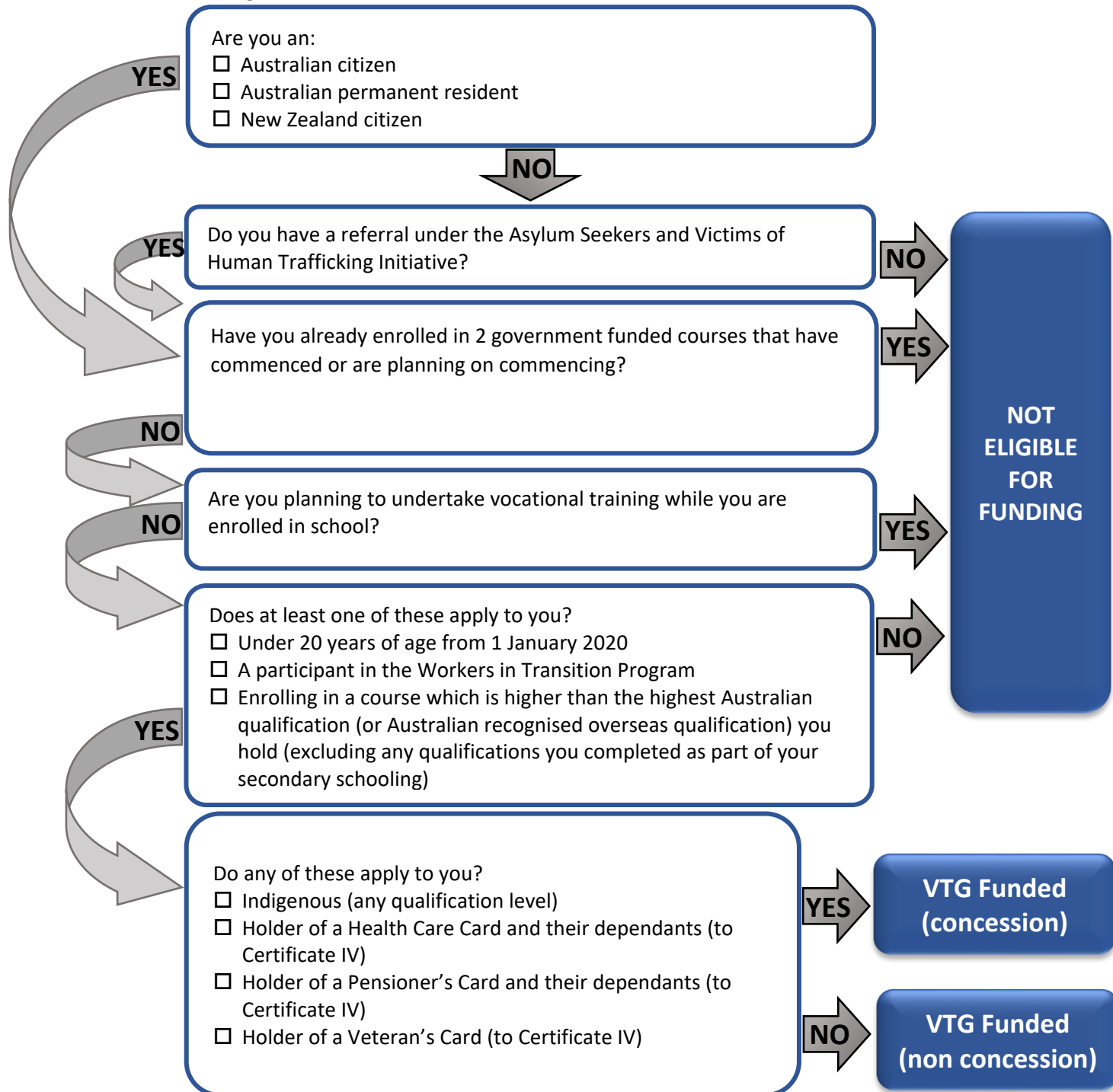
Workbooks will be provided on commencement of each unit.



Fees

Government funding

This training is delivered with Victorian and Commonwealth Government funding under the Victorian Guarantee program. Please use the flowchart on the next page to check your eligibility for Government funding.





Statement of Fees

	Government Funded				Non-funded			
	Full		Concession		Full		Concession	
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee	Fee per hour	Total fee
730	\$1.24	\$905.20	\$0.95	\$181.04	\$4.25	\$3,100.00	\$3.97	\$2,900.00

Course fees must be made prior to course commencement. Up to \$1000 will be taken as a deposit for upfront payments, with the balance to be automatically deducted on the first day of the course.

Payment plans

Credit card payment plans are available to assist student in paying for their tuition. Please see below for further details. Please note there will be an additional \$2 once off set up fee.

Installation	Non-Funded Full Fee	Non-Funded Concession	Funded Full Fee	Funded Concession
1 – Deposit / at enrolment	\$600.00	\$400.00	\$905.20	\$181.04
Week 2	\$250.00	\$250.00		
Week 3	\$250.00	\$250.00		
Week 4	\$250.00	\$250.00		
Week 5	\$250.00	\$250.00		
Week 6	\$250.00	\$250.00		
Week 7	\$250.00	\$250.00		
Week 8	\$250.00	\$250.00		
Week 9	\$250.00	\$250.00		
Week 10	\$250.00	\$250.00		
Week 11	\$250.00	\$250.00		
Total	\$3,100.00	\$2,900.00	\$905.20	\$181.04

Additional fees

Transfer fee	\$35
Refund fee	\$60
Re-Print of Certificate	\$22
Assessment extension per unit	\$30



How to enrol

- Make sure you have read and understood all the information in the student handbook and in the course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Complete enrolment form, pre-training review and eligibility form at home.
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- YOU need to bring your enrolment paperwork into MSA Training and Professional Development, Room 159, level 1 Campus Centre, Chancellors Walk, Monash University Clayton. NO enrolments will be accepted via email or post (This process will take up to 30 minutes, please allow time for this).

Please bring ORIGINALS* of the following with you:

- Your completed enrolment form
- Pre Training Review
- A current Driver License; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Medicare Card or,
- A current passport (Australian or New Zealand) or
- Birth Certificate or
- Naturalization certificate or
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence or
- A signed declaration by a relevant referee.
- Credit card details if you wish to make part payments
- Any relevant concession cards, healthcare card, pension cards etc.
- If applying for Credit Transfers, Original copy of your statement of results will need to be sighted.

***if you are unable to bring originals, only certified copies will be accepted.**

While your enrolment is being processed you will be required to complete language, literacy and numeracy assessment. This must be done in person and completed by you, any such assessments not completed in the presence of a staff member will not be accepted.

Discuss government funding, concessions or payment plans with staff and make appropriate arrangements for the payment of fees. Please note we do not take cash payments.

Please allow sufficient time for your enrolment to be processed. This process generally takes half an hour.

Please arrive prior to 4:00pm (Mon-Thurs), 2:00pm (Fridays) and 11:00am (Saturdays) to ensure adequate time for your enrolment to be processed before the office closes for the day.