

BSB51918 - Diploma of Leadership and Management (Release 2)



Qualification Description

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.

How will you learn?

Delivery will be over 18 months that consists of a combination of on-line training (Catapult), face-to-face workshops and workplace visits, third party reports and contact via phone and email during working hours for questioning and support with your trainer.

This course is also offered through a Recognition of Prior Learning Pathway. Your learning has occurred over your years of working in a role which reflects the units of competency below.

Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. We will work with students to identify any relevant existing skills and knowledge they may have to determine their eligibility for recognition for any components of the qualification which may save time and avoid unnecessary duplication of training.

Course Outline

This qualification consists of 12 units of competency. There are 4 core units and 8 elective units of competency taken from the Business Serviced Training Package, as detailed on page 2 of this flyer.

Note: students will have the option to choose one of the electives to best suit their experience.

Locations of Delivery

The online delivery will be completed within your place of employment.

The face-to-face workshops will be delivered in GTNT Training's office, located at 38 Woods St Darwin, NT.

The RPL program is delivered in GTNT Training's office, located at 38 Woods St Darwin, NT.

Eligibility/Entry Requirements

There are no entry requirements for this qualification.

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Course Outline

Unit Code	Unit Name	Unit Type
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBPMG522	Undertake project work	Elective
BSBR5K501	Manage risk	Elective
BSBCUS501	Manage quality customer service	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBADM502	Manage meetings	Elective
BSBMGT516	Facilitate continuous improvement	Elective
	<i>Choose one of the electives below</i>	
BSBMGT502	Manage people performance	Elective
BSBADM506	Manage business document design and development	Elective

Assessment

Assessment strategies vary with each unit of competency and are inclusive of on-line assessments, work place observations, third party reports and the completion of the student's journal.

Recognition of Prior Learning assessment strategies will consist of self-assessment, resume, evidence portfolio, competency conversation and if applicable practical activities.

Thank you for choosing GTNT Training to further your skills and knowledge. We look forward to walking alongside you on your journey.

Career Pathways

This qualification provides a pathway to various roles in Management.

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Cost

The cost for the online (catapult) and face-to-face workshop and workplace visits will be \$8,200 per student. The cost for the Recognition of Prior Learning will be \$4,500 per student.

Payment Schedule

Upon enrolment a fee of \$1,500 is required.

Full balance of payment due on commencement of training, however payment plans are available through discussions with the RTO Manager.

Government subsidies and entitlements

This program has no government subsidies or entitlements.

GTNT will provide the following

Fully operational training rooms with free Wi-Fi access.

Student to provide the following

Workplace suitable to undertake this qualification.

Laptop with compatible Microsoft products and Wi-Fi connectivity.

General information

GTNT Complaints and Appeals policy refer to [GTNT Complaints and Appeals Policy](#)

GTNT refund and fee information refer to Student Handbook [GTNT Training Student Handbook](#)

GTNT Training Enrolment Form refer to [GTNT Training Enrolment Form](#)

For further information and enrolment

Contact Kellie Walker, Training Coordinator at GTNT Training on **(08) 8980 0600**, email training@gtnt.com.au, or visit our website www.gtnt.com.au

Unique Student Identifier

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI. This includes students completing an apprenticeship, skill set, and certificate or diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

It is free and easy for you to create your own USI online at www.usi.gov.au. Your local Customer Service office can also provide further information and assistance. For assistance please call us on our admin desk line 04 2660 3503/02 8872 8903.



GTNT Training is a Recognised Training Organisation that issues nationally recognised qualifications and statements of attainment. RTO code: 0381