



Developing you!

BSB51918

Diploma in Leadership and
Management

v5.1



www.paradigmtraining.edu.au



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Delivering nationally accredited qualifications

01 BSB51915 - Diploma in Leadership and Management

The world of leadership and management is forever changing, initially it was seen as being an administrator, that's why we have Masters in Business Administration (**MBA**) that still exist within universities. It then moved from being Administrators to Managers, which allowed the senior staff of organisations to separate themselves from the lower areas of the hierarchy.

However, Management is again changing, the focus is now Leadership, Coaching or Sustainable Human Resource Management (SHRM) and flattening out the hierarchy structures.

Ichak Adize states that a true 'Manager or leader' is a thumb, it works with every other finger on the hand. In this qualification, we will teach you the meaning of what a true modern day manager is and how to shift into the mind set and become just that.

02 Course Overview

This qualification allows individuals the ability to learn, identify and adopt modern day leadership and management theories and applications. Those wishing to undertake this qualification can look forward to developing their leadership and management skills and business knowledge.

The Diploma in Management will allow the participant to:

- **Understand the role of a manager and become an effective leader**
- Contribute innovation and growth to the business
- **Be effective planners consistently reaching individual, team and business goals**
- Develop an effective team-oriented environment
- **Achieve greater profits and strategic outcomes**
- Develop systems creating a sustainable business model

03 Entry Requirements

There are no entry requirements for this course.

04 Employability Skills

This qualification contains the following employability skills:

- Communication
- **Teamwork**
- Problem-solving
- **Initiative and enterprise**
- Planning and organising
- **Self-management**
- Learning and technology.

05 Units of Competency

This qualification is made up of 12 units of competency:

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
BSBINN502	Build and sustain an innovative work environment
BSBLDR503	Communicate with influence
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBPMG522	Undertake project work
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development

06 Learning Support

All applicants for this qualification will be required to complete a language, literacy and numeracy (**LLN**) assessment prior to commencement of this program of study to determine their current skill levels against the skills required to complete the competencies.

A Paradigm Training Group administrative officer will take action if required.

Applicants who fall below the required skill levels for this qualification will be interviewed by an **LLN** qualified assessor to identify the level of support required with the view to the achievement of successful outcomes.

A learning plan will be developed to identify opportunities for support and where practicable, to ensure the learner is able to actively participate in this program.

07 Course Delivery, Assessment and Duration of Learning

Learners will be required to complete this qualification within 12 months of enrolment.

From enrolment and completion of **PTG's** language literacy and numeracy (**LLN**) assessment, learners may access **PTG's** online learning system, for theory based learning and assessment and with Trainer and Assessor email support.

Workbooks will be made available for those who prefer to work with hardcopy documents.

This course is delivered through a combination of face to face class room and online training and assessment. The face-to-face component is delivered over a 10 day period and includes up to 12 months for completion enabling candidates time to demonstrate competence. Competency may be achieved using distance based written and/or electronic delivery and assessment.

Assessment may be conducted through combinations of the following methods

- Online and written assessments
- **Face-to-face practical assessment**
- Real work experience

08 Location

PTG Classrooms are located on the **Gold Coast**.

This course may also be held in other geographical areas.



09 Recognition of Prior Learning

Recognition of Prior Learning (**RPL**) recognises your existing experience gained through life or work for which you may not have obtained a formal qualification.

Applicants who are able to supply valid, sufficient, current and authentic evidence of having the skills and knowledge required for any or all of the required units for this qualification, may be eligible for **RPL** and should consult with **PTG** for advice on this process.

10 Required Learner Resources



Learners will require access to a computer with the **Microsoft Office Suite**.

11 Course Fees

Cost \$3, 995.00

\$1,500.00 will be payable upon enrolment and access to the student platform.
The remaining **\$2, 495.00** will be payable once 50% of the course has been completed.

For information on **PTG** payment plans, please contact us for more information on **1300 16 16 40**.