



# BSB51918 Diploma of Leadership and Management

National ID: BSB51918 | State ID: BEA0

## About this course

### Combine your existing experience with the Diploma to step-up your management career

Complete the Diploma of Leadership and Management and you will have the practical skills and knowledge to work in a range of organisations in a supervisory, team leader or introductory management role. This qualification will compliment your current workplace experience with industry requirements.

You will learn how to **provide leadership** and to **manage the work of others** to meet the objectives of the organisation. This course covers all aspects of management and you will also learn to develop administrative systems and produce complex documentation.

Keen to get started? We offer this course on campus, intensive and online.

### Intensive program

Motivated to get the Diploma of Leadership & Management but short on time? You can undertake an intensive program where you attend classes for six days on campus and have eight weeks to submit your assessment based on a workplace project. You must be employed in a Management role to apply.

**How to apply** email [PACcs@nmtafe.wa.edu.au](mailto:PACcs@nmtafe.wa.edu.au)

### Gain these skills

- Manage business operations including operational plans, workplace relationships and facilitating continuous improvement
- Managing finances and budgets
- Manage staff recruitment, selection and induction process
- Manage project work including meetings and team effectiveness

## Is this course right for me?

I have the following attributes:

- A desire to enhance existing leadership and motivational skills
- Would like to extend communication skills
- Keen to further develop time management, planning, problem solving and decision making skills
- Able to relate to people from a range of cultures

## Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

## Entrance requirements

School Leaver	Non-School Leaver	AQF
Completion of WACE General or ATAR (Minimum C Grades) or equivalent	Completion of WACE General or ATAR or equivalent (minimum C Grades)	Certificate III

## Job opportunities

- Business Development Manager
- Business Manager
- Manager Production
- Manager Operations
- Manager Public Sector
- Corporate Services Manager
- Manager
- Project Manager
- Supervisor
- Office Administrator

For information about jobs and pathways, please see [joboutlook.gov.au](http://joboutlook.gov.au)

*Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.*

## Important information

You'll need to get a student ID card to be able to access resources needed for the simulated business environment part of this course.

Please note part-time study classes are run during the day only.

## Fees and charges

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**