



# 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 **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.

**2019 attendance dates** 28, 29, 30 May & 18, 19, 20 June 2019

**Fees** \$3,400

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

## Overview

### Semester 2, 2019

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#### Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 2, 2019**



How: **0**

## Units

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### Core

Unit Title	National ID
Lead and manage effective workplace relationships	BSBLDR502
Develop and use emotional intelligence	BSBLDR511
Manage operational plan	BSBMGT517
Lead and manage team effectiveness	BSBWOR502

### Elective

Unit Title	National ID
Manage meetings	BSBADM502
Manage budgets and financial plans	BSBFIM501
Manage recruitment selection and induction processes	BSBHRM506

Unit Title	National ID
Communicate with influence	BSBLDR513
Facilitate continuous improvement	BSBMGT516
Undertake project work	BSBPMG522
Develop workplace policy and procedures for sustainability	BSBSUS501
Manage personal work priorities and professional development	BSBWOR501

## 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

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

## Fees and charges

View our [Indicative Fees list](#)

### 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.**