

### 1. Aims

The Diploma of Leadership and Management course is designed to give people opportunity to develop a sound level of skills and knowledge related to leadership of various groups and management in a range of contexts.

### 2. Outcomes

Students who undertake this course can expect to develop knowledge and skills which enable them to better engage in business growth and more formal and complex operations and reporting.

Students can expect to develop:

- Team leadership skills
- Change management skills
- Operational Management skills

A student who successfully completes this course could undertake varying managerial and/or supervisory roles.

Examples of indicative job roles for students who undertake this course, based upon their vocational experience, include:

- Department Manager/Senior manager
- Operations Supervisor
- Store Manager
- Frontline Manager
- Information Services Manager
- Business Administration Manager
- Coordinator
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

Course outcomes apply to both paid and voluntary employment options. This course will require on the job or simulated assessment.

### 3. Overview

This course is fully competency based. Competencies are studied through modules which cover various areas of leadership and management. Individual modules or units may be delivered on a weekly basis, by intensives or by correspondence.

Students enrolling in this course will generally either have had previous management or leadership experience, be currently in a position of leadership or management, or have the opportunity to apply course assessment in an appropriate context. Work experience is an integral component of the course for the application and assessment of knowledge and skills, along with regularly timetabled class sessions for all units.

#### 4. Duration

The Diploma course would normally be completed in 8 months when studied full-time.

#### 5. Costs 2018

##### **Application Fee**

The non-refundable enrolment application fees for this course are as follows:

Domestic students	\$150
VET Student Loans eligible students	\$0

##### **Academic Fees**

Fees for full-time students for the Diploma of Leadership and Management are:

Australian students	\$5,075
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*Note: The college reserves the right to alter fees prior to the start of each academic year.*

##### **Government Assistance**

VET Student Loans are available to eligible students for this course. See the college website [www.edu.au](http://www.edu.au) for more information.

Government study assistance such as Austudy, Abstudy and Youth Allowance is available to eligible domestic students for this course. Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) or contact Centrelink for more details.

#### 6. Entry Requirements

General requirements for entry are:

- A completed student application form & payment of the application fee (where applicable)
- A successful interview with the Principal, course coordinator or representative (where physically possible)
- Submission of relevant reference
- Satisfactory completion of Year 12 is recommended but students without this formal educational level will be considered. Minimum entry age is 17 years (18 years for international students).
- Satisfactory English language and literacy skills:
  - International students are required to have English language skills to at least the level of IELTS 5.5 or equivalent. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.
  - Students applying for VET Student Loans must provide evidence of either an Australian Year 12 Senior Secondary Certificate, completion of a Certificate IV level qualification (or higher) or achievement of Exit Level 3 in the Australian Core Skills Framework language and numeracy tests (see VET Student Loans entry procedure on the college website for further details)
- Students should have basic computing skills including the ability to use a word processing package at an elementary level.

### **Student Entry Procedure for students accessing a VET Student Loan:**

Students who wish to cover all or part of the course fee through the VET Student Loans scheme should read and follow the “VET Student Loans Student Entry Procedure” as outlined on the Unity College Australia website [www.unity.edu.au](http://www.unity.edu.au) (More info - Financial Help).

Unity College Australia is a Christian college but welcomes students from all backgrounds and faiths. Students should in good conscience be able to subscribe to the ethic of Unity College Australia which is based on mainstream Christian values. This means that students will:

- respect college authority and other students
- respect college and student property
- comply with common cultural and social standards including:
  - modesty of dress
  - honesty and integrity in dealing with others
  - sensitivity to students from cultures different to one's own
  - no consumption of nicotine alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus or participating in college-related activities. The college is a non-smoking environment.

## **7. Training Process**

Face-to-face training sessions will be held over a one year schedule for the full-time course. Implementation will include projects in the work experience component which will allow participants to use their training in groups and individually.

The course is structured to ensure that participants develop skills and knowledge which may be transferred to real life work situations. Training is often undertaken in group situations and can also be facilitated on a one-on-one basis with individual participants.

Assessment work covered during the training sessions is then completed by participants in their own time, before being submitted for assessment.

A strong feature of these courses is individual mentoring and coaching by industry experienced functional managers and trainers.

Students are provided with notes for each unit of study, which include the materials used in the training sessions, assessment materials (other than tests) and any other reference materials.

Students are expected have a personal computer in order to undertake relevant training and assessment tasks.

Unity College Australia uses a wide variety of training methods appropriate to the course context.

A variety of learning tools will be used for training in the group setting and will cover both theoretical and practical aspects of the course. These may include role

plays/simulations, handouts, practical experiences/projects or research for students to undertake; and the use of laptop/projector, whiteboard, and/or other available media.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

## 8. Course Competencies

Australia has a system of national standardisation of training for many industry areas including Leadership and Management. This system is implemented through the use of training packages (groups of courses) and individual units of competency. Students are able to gain automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



All competencies studied in this course are nationally recognised competencies from the National Training Packages. Graduates will be issued with a statement of competencies achieved as part of their studies. Individual nationally recognised competencies related to this course are listed below.

## 9. Course Structure

Core and sample elective subjects for the Diploma course are listed below. Students are required to complete 12 units (4 core and 8 Elective) to achieve the Diploma qualification.

Units of Competency	Code	Unit Title
Core	BSBLDR501	Develop and use emotional intelligence
	BSBMGT517	Manage operational plan
	BSBLDR502	Lead and manage effective workplace relationships
	BSBWOR502	Lead and manage team effectiveness
Electives	<b>Group A</b>	
	BSBFIM501	Manage budgets and financial plans
	BSBMGT502	Manage people performance
	BSBMGT516	Facilitate continuous improvement
	BSBPMG522	Undertake project work
	<b>Group A or B</b>	
	BSBCUS501	Manage quality customer service
	BSBCOM503	Develop processes for the management of breaches in compliance requirements
	BSBINM501	Manage an information or knowledge management system
	BSBMGT521	Plan, implement and review a quality assurance program
	BSBMKG507	Interpret market trends and developments
	BSBMGT519	Incorporate digital solutions into plans and practices
	BSBRISK501	Manage risk

This course is implemented in training centres associated with Unity College Australia located in various regions around Australia. The actual implementation of the above units may vary from campus to campus and may be tailored to suit the needs of individuals or groups of learners. Not all centres are approved for International Students.

Students are able to apply for Recognition of Prior Learning (RPL) for any units of the course for which they have appropriate prior experience. Contact the college on [info@unity.edu.au](mailto:info@unity.edu.au) for more information.

### 10. Assessment overview

Assessment in each module may include:

- attendance and participation
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary/log book completion as applicable
- on the job or simulated work assessment

Participants will receive all course materials required to undertake assessment and complete the qualification.

This qualification is predominately delivered to students who are mostly experienced workers. The course includes a significant work experience module where assessment is conducted through the workplace.

Competency-based assessment criteria apply to grading. The final Statement of Results will show the following results for each competency.

C      Competent

NYC    Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books and equipment
- Maintained a satisfactory level of conduct during his/her time at College

### 11. Pathways

Students who complete this course will gain knowledge and skills which will be foundational for entry into the following courses:

- BSB51915 Diploma of Leadership and Management (available through Unity College Australia)
- BSB61015 Advanced Diploma of Leadership and Management
- BSB50215 Diploma of Business Administration
- A range of other Diploma, Advanced Diploma and degree level courses

## 12. Course Dates:

2017 Semester and term dates for Unity College Australia's Canberra Campus are as follows. Dates for course implementation at various training centres are available on request.

### *2017 Semester 1*

Term 1	Monday 30 January - Friday 7 April
Term 2	Monday 24 April - Friday 30 June

### *2016 Semester 2*

Term 3	Monday 17 July - Friday 22 September
Term 4	Monday 9 October - Friday 8 December
Graduation	Wednesday 13 December