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BSB50420

DIPLOMA OF
LEADERSHIP & MANAGEMENT

The Diploma of Leadership & Management is a Nationally Accredited Course which provides graduates with the skills and knowledge required to perform effectively as a manager, team leader or supervisor managing a workplace.
Graduates of the Diploma of Leadership & Management will have gained knowledge and awareness of management practices, an understanding of the dynamics and principles underlying effective functioning of work groups, as well as the necessary skills to competently function within small and/or large organisations.

Target Group	This qualification is suitable for managers or aspiring mangers to undertake quality training in the core competencies of management and leadership.
Entry Requirements	• Working in, or aspiring to work in, a supervisory role • Solid language, literacy and numeracy skills • Computer literacy • Access to a computer and internet.
Cost	**Non funded price:** $4,200 **RPL:** $250 per unit
Traineeship	**Funded Traineeship (non-concession):** $2189.65* *Funded Traineeships available in WA under the Department of Training Workforce and Development (New worker). A new worker is described as an employee who has been working full time with the company within 3 months of their start date.*
Method of Delivery	• Facilitated virtual delivery (Via Zoom) • Supported distance online delivery • Recognition of prior learning (RPL)
Duration	12-18 months.
Outcome	**Nationally Recognised Qualification.**

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrollment. Additional fees may apply such as student service and resource fees.

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ABOUT THE PROGRAM

BLOCK 1 - MANAGING YOURSELF & OTHERS	
BSBLDR522 - Manage People Performance	**Monday 30th February 2023**
BSBPEF501 - Manage Personal Professional Development	**Tuesday 31st February 2023**
BSBTWK503 - Manage Meetings	**Wednesday 1st February 2023**

BLOCK 2 - CONTINUOUS IMPROVEMENT, TEAMS & CUSTOMER SERVICE	
BSBTWK502 - Manage Team Effectiveness	**Monday 17th April 2023**
BSBLDR411 - Demonstrate Leadership in the Workplace	**Tuesday 18th April 2023**
BSBSTR502 - Facilitate Continuous Improvement	**Wednesday 19th April 2023**

BLOCK 3 - COMMUNICATION, PLANNING AND CRITICAL THINKING	
BSBCMM511 - Communicate with Influence	**Monday 3rd July 2023**
BSBOPS502 - Manage Business Operational Plans	**Tuesday 4th July 2023**
BSBCRT511 - Develop Critical Thinking in Others	**Wednesday 5th July 2023**

BLOCK 4 - MANAGING RISK, WORKPLACE RELATIONSHIPS & DEMONSTRATING EMOTIONAL INTELIGENCE	
BSBOPS504 - Manage Business Risk	**Monday 23rd October 2023**
BSBPEF502 - Develop and Use Emotional Intelligence	**Tuesday 24th October 2023**
BSBLDR523 - Lead and Manage Effective Workplace Relationships	**Wednesday 25th October 2023**

DELIVERY METHODS

FFACILITATED VIRTUAL DELIVERY

Here at The Pivot Institute, we are leaders in the field with our own Pivot Online Learning System (POLS). Virtual face-to-face participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides students with the content, resources and assessment documentation necessary to complete the course. Participants will attend virtual classrooms with industry leading facilitators. Participants can start the course anytime and will be required to book in and attend sessions via Zoom. Participants will be required to attend four weeks of online Zoom training in total for the entire course (5 days per cluster). Printed workbooks, assessment documentation and all resources are provided and posted to students.

SUPPORTED DISTANCE DELIVERY

Supported distance delivery participants will be set up on our leading online learning platform; the Pivot Online Learning System (POLS). This platform provides participants with all learning materials and resources to cover the content in the certificate. Printed workbooks, assessment documentation and all resources are provided and posted to students. Participants receive regular facilitator contact to support them throughout the duration of the course.

RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.