BSB51918 **DIPLOMA OF LEADERSHIP AND MANAGEMENT**

- Develop leadership and management abilities to support your advancement in any career path
- Deepen your understanding of people, how to manage them, and the impact you have when you work with them

Campus

Brisbane, Sydney, Melbourne

Program Length

Maximum 64 weeks* (20 hours/week)
Includes 6 hours/week online study + 14 hours/week in class study**
54 weeks study + up to 10 weeks scheduled breaks.

Schedule

Weekday: Brisbane, Sydney, Melbourne
Weekend: Brisbane, Sydney

2021 Start Dates

Jan 25, Mar 8
Additional start dates available under new program format.
SCHEDULED BREAKS
Jan 4 - Jan 22
Apr 19 - May 7
Aug 2 - Aug 20
Nov 15 - Dec 3
Dec 27 - Dec 31

2021 Fees

Registration fee:	$230
Material fees:	$280
Tuition:	$12,000

RPL & Credit Transfer must be applied for upon enrolment If applicable, the following fees may apply during your program:
Moodle re-opening fee: $50

* All fees in Australian Dollars, payment by installment is available on request and approval.

Entry Requirement

- An overall equivalent of Australia's Year 10. A prior working knowledge and experience of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above
- Students must be at least 18 at the commencement of studies.

Program Description

The course BSB51918 Diploma of Leadership and Management will provide you with knowledge, practical skills and experience in leadership and management that can be applied across a range of enterprise and industry contexts.

Learn to develop and display initiative and judgement in planning, organising, implementing and monitoring your own workload and the workloads of others. Develop communication skills to support individuals and teams to meet organisational goals and objectives.

Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 14 hours a week of face to face in class study and 6 hours per week online study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with Assessment Essentials and PASS classes. You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. In Assessment Essentials, you'll learn essential tips and info on how to successfully complete the unit. This class guides you through the unit focusing on key topics you need to master, as well as assessment tips and common mistakes. NOTE: If you miss a class, please view the videos.

Weekday Schedule – Sample*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Assessment Essentials	Assessment Essentials
3:30 PM - 5:30 PM	PASS	PASS
6:00 PM-9:00 PM	Lecture	Lecture

Weekend Schedule – Sample*

HOURS	FRIDAY	HOURS	SATURDAY
1:15 PM-3:15 PM	Assessment Essentials	9:00 AM-12:00 PM	Lecture
3:30 PM - 5:30 PM	Assessment Essentials	12:30 PM - 3:30 PM	Lecture
6:00 PM-9:00 PM	PASS	3:45 PM-4:45 PM	PASS

* Schedules may vary.

IMPORTANT: THIS QUALIFICATION IS CHANGING IN 2021

Students starting their program on March 8th will complete the current program, including 1 fast tracked unit.

From May 10th onwards, this program will have a new format - ask us for start dates, and new program information.

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BSB51918 Diploma of Leadership and Management units

COURSE NAME	DESCRIPTION
BSBLDR504 IMPLEMENT DIVERSITY IN THE WORKPLACE	Learn how to effectively manage a diverse workforce. Explore methods for scoping workforce diversity and developing, implementing and reviewing diversity policies and procedures in the workplace.
BSBCUS501 MANAGE QUALITY CUSTOMER SERVICE	Learn how to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to set customer service standards.
BSBFIM501 MANAGE BUDGET AND FINANCIAL PLANS	This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
BSBHRM513 MANAGE WORKFORCE PLANNING	Learn the steps and processes involved in managing workforce planning. Explore how to research requirements, develop objectives and strategies, implement initiatives and monitor and evaluate trends.
BSBLDR511 DEVELOP AND USE EMOTIONAL INTELLIGENCE	Learn how to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace. The course helps you identify the impact of your own emotions on others in the workplace; recognise and appreciate the emotional strengths and weaknesses of others; promote the development of emotional intelligence in others; and utilise emotional intelligence to maximise team outcomes. *Replaces superseded unit BSBLDR501 Develop and use emotional intelligence.*
BSBLDR502 LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS	This unit describes the skills and knowledge required to lead and manage effective workplace relationships.
BSBMGT502 MANAGE PEOPLE PERFORMANCE	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
BSBMGT517 MANAGE OPERATIONAL PLAN	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.
BSBPMG522 UNDERTAKE PROJECT WORK	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.
BSBRSK501 MANAGE RISK	Gain the skills and knowledge required to manage risks in an organisation. Learn how to identify potential risks, and understand, analyse and prioritize them based on their context and potential impacts and consequences. Explore ways to develop and implement solutions and action plans to mitigate risk.
BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT	Learn how to create systems and processes to organise information and prioritise tasks. Learn to establish personal work goals, set and meet work priorities, develop and maintain professional competence and more.
BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.

COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

ASSESSMENTS

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

COURSE COMPLETION

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – Diploma of Leadership and Management (BSB51918) Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.

WHAT IS NATIONALLY RECOGNISED TRAINING

All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

For policies and procedures around: deterring, suspending, or canceling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website: https://www.greystonecollege.com.au/policies

Greystone College Pty Ltd partners with local and global agents to engage with prospective students. Please see the list on our website under Policy and Procedures for details.

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ONLINE LEARNING SUPPORT MEASURES FOR GREYSTONE COLLEGE STUDENTS

Why is Greystone College Australia delivering classes online?

Due to the COVID-19 pandemic, Greystone College has had to shift its delivery of VET courses from on-campus to online. We will continue to keep students updated as Greystone College assesses government guidelines and directives.

How can I access my online VET courses?

Delivery of lectures and support classes are provided using professional ZOOM webinar technology. The technology allows students and trainers to screen share content, use on screen whiteboards, use breakout rooms for group based learning activities or private conversations, manage in class polls and debates, trainer to student or student to student chat functions and much more.

What equipment do I need to join online?

Greystone College students can participate in the online courses using a smartphone, laptop or tablet. They also need an internet connection to connect in.

Greystone College uses MOODLE as its Learner Management System, which all students have access to once they commence their program. Classes are delivered remotely using ZOOM as its platform.

If a student does not have the necessary equipment to join online classes, the college may be able to support the student with on-campus equipment.

Greystone College students receive a free Microsoft Office subscription, and this allows them to have access to all the MS suite of products, including Word, Excel, PowerPoint and TEAMS.

How should I complete assessments? How about observations and role-plays?

Assessments are delivered using our customised Learning Management System, Moodle. Students are able to access all topic content online, and provide written responses using fillable PDF documents and templates to deliver individual and group-based assessment. If students are not able to access these documents online, PDF print-outs can be make available.

Students are also required to demonstrate knowledge of assessments through trainer observations during webinars as part of their final grade. Observations might include a group activity such as a presentation, or induvial role play simulation. Grades and detailed assessment feedback are allocated to students via Moodle allowing students to manage their course progress.

Who can I talk to if I have a problem?

Greystone College students have access to student support via email, phone or in-person at the campus.

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