



# BSB51915 Diploma of Leadership and Management

## Course Description

This course aims to provide managers and leaders with the knowledge, skills and attributes required for effective leadership and management by supporting the application of leadership and management competencies in the workplace.

## Program Duration

11 face to face workshop days over seven (7) months including assessment submissions.

**Start** : 08 May 2017 (day 1)

**Finish**: 25 Sept 2017 (day 11)

**Venue**: Ngara Education Centre, Liverpool

## The qualification includes the following twelve (12) Units of Competence (UOC)

UOC Code	UOC Title	UOC Code	UOC Title
BSBPMG522	Undertake project work	BSBLDR502	Lead and manage effective workplace relationships
BSBMGT516	Facilitate continuous improvement	BSBWOR502	Lead and manage team effectiveness
BSBWOR501	Manage personal work priorities and professional development	BSBRSK501	Manage Risk
BSBLDR501	Develop and use emotional intelligence	BSBMGT517	Manage operational plan
BSBMGT502	Manage people performance	BSBWHS501	Ensure a safe workplace
BSBHRM405	Support the recruitment, selection and induction of staff	BSBADM502	Manage meetings

## Application & Enrolment:

1. Staff apply through HETI Online – search for BSB51915 submit application
2. Application process is in two parts – Manager approval and Course Coordinator approval
3. An Expression of Interest (EOI) Package can be downloaded from HETI Online
4. EOI Submission closing date: **Monday 03 April 2017**
5. **Final approval** by SWSCEWD Course Coordinator is based on EOI submissions
6. Approved applicants will be enrolled in the qualification
7. Enrolled applicants will be required to complete all NSW Health RTO enrolment requirements

## NSW Government Funding

Places within this course attract funding from NSW Government. Participants will be notified if this funding applies. All other course fees will be met by your employer, SWSLHD.

**For further information and to request the Course Information Booklet, please email:**

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