



trainwest
training your future

BSB51918 Diploma of Leadership and Management

Enquiry package



Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The Trainwest experience begins with the client's first contact which is based on excellent customer service offering flexible solutions to achieve your goals. The consistently high standards achieved by our team results from an absolute focus on professionalism, quality products and service and our ability to tailor our products to match our clients training requirements.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,
providing a high quality training and assessment
service to individuals and across industry.**

BSB51918 DIPLOMA of Leadership and Management



OVERVIEW: This qualification is for individuals who display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. The program is designed to develop your leadership and management knowledge, skills and confidence to deal with strategic and operational change. It is about applying this knowledge and skills to demonstrate judgment, leadership and responsibility. It is for those wishing to actively manage their own professional development and secure managerial opportunities in the work place.



ENTRY REQUIREMENTS: There are no prerequisites requirements for individual units. However a reasonable level of reading and writing is required, as well as reasonable computer skills. To complete the assessment component of this course you will need to be working in or have access to a workplace where you can complete the workplace assessments. Students require a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate their own work or the work of a team.

PATHWAY INFORMATION:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- » BSB42015 Certificate IV in Leadership and Management or other relevant qualification
OR
- » with vocational experience but without formal supervision or management qualification.



DELIVERY STRUCTURE:

Face to face training: Trainwest delivers this course in (5) five distinct modules. Modules are delivered in rolling 4-6 weekly intakes and can be undertaken in standalone modules or can be built upon to complete the full qualification. Students can commence at any cluster. Most students are comfortable undertaking the face to face component of the program over 6-12 months.

Face to face learning will include delivery methods such as facilitation of key content, group activities, action learning and debrief, role plays, case studies, independent learning group discussions and presentations allowing the application of learning to a variety of situations

In-House training The BSB51918 Diploma in Leadership and Management can be delivered onsite. The course will be fully customised to suit the needs of the client. For information and pricing contact Trainwest.

eLearning: This course is available through self-directed learning. Please refer to page 9 of this enquiry pack.

Video conferencing Students have the option of attending the face to face course or part of via video conferencing technology in the form of Skype for Business. Students require a computer with access to the internet. For more information on this option, please speak with the Trainwest Student Support team.



ASSESSMENT REQUIREMENTS

The BSB51918 Diploma of Leadership and Management is competency based. You will have assessments to complete externally to the classroom which will provide evidence that you have understood the training and applied it to the workplace. This requirement means that it is not possible to complete all of the assessment requirements during the face to face training.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of case studies
- » Completion of workplace projects
- » Third party reports from student's supervisors

ASSESSMENT TIMEFRAMES

Students have up to 24 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.



REQUIRED RESOURCES

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency. Trainers will utilise detailed lesson plans and customised Power Point presentations.
- » A laptop that enables you to access the internet via Wi-Fi is optional



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone.

We also offer post course support workshops at no additional charge which will provide students with the opportunity to have time away from the workplace to work on assessments with support from the Trainwest Trainer and Assessor.

Each student has access to 30 minutes one on one coaching free of charge.

Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the Diploma of Leadership and Management and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team.

The Student Support Team will make an initial assessment of suitability and discuss the RPL process before sending an application kit.



NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment towards or issuance of the full BSB51918 Diploma of Leadership and Management.

Module One – Effective Leadership

UNIT CODE	DESCRIPTION	DURATION
BSBXC501	Lead communication in the workplace	3 days
BSBLDR511	Develop and use emotional intelligence	
BSBLED501	Develop a workplace learning environment	

Module Two – Leading Effective Teams

UNIT CODE	DESCRIPTION	DURATION
BSBLDR502	Lead and manage effective workplace relationships	3 days
BSBWOR502	Lead and manage team effectiveness	
BSBMGT502	Manage people performance	
BSBHRM405	Support the recruitment, selection and induction of staff	

Module Three – Leading Team Performance

UNIT CODE	DESCRIPTION	DURATION
BSBMGT517	Manage operational plan	3 days
BSBMGT516	Facilitate continuous improvement	
BSBWOR501	Manage personal work priorities and professional development	

Module Four – Leading Safety and Risk

UNIT CODE	DESCRIPTION	DURATION
BSBR501	Manage risk	3 days
BSBWHS521	Ensure a safe workplace for a work area	

Module Five – Leading Management

UNIT CODE	DESCRIPTION	DURATION
	This cluster will be dedicated to reviewing and developing your Leadership and Management principles and skills. It is an opportunity to work through your assessments with the support of your trainer and assessor	3 days



INVESTMENT – New Students

Module	Module Name	Duration	Cost
One	Effective Leadership	3 days	\$ 600
Two	Leading Effective Teams	3 days	\$ 600
Three	Leading Team Performance	3 days	\$ 600
Four	Leading Safety and Risk	3 days	\$ 600
Five	Leading Management	3 days	\$ 600
	TOTAL	15 days	\$ 3000

Module Name	Cost
Face to face training – Returning Trainwest Students	\$ 2700
Recognition of Prior Learning (RPL)	\$ 2000
Gap price for holders of Trainwest BSB42015 Certificate IV in Leadership and Management	\$ 700

PAYMENT PLAN: All clients have access to Trainwest’s interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more Fee information including our Refund Policy and procedure.

LOCATION: All sessions will be delivered at Trainwest Training Centre [154 Epsom Avenue Belmont WA 6104](#)

BSB51918 Diploma of Leadership and Management Course Calendar



2021 Course Dates

 Module	 Dates	 Location
Module One – Effective Leadership	13 th to 15 th January	Belmont
Module Five – Leading Management	17 th to 19 th February	Belmont
Module Two – Leading Effective Teams	3 rd to 5 th March	Belmont
Module Three – Leading Team Performance	7 th to 9 th April	Belmont
Module Four – Leading Safety and Risk	19 th to 21 st May	Belmont
Module Five – Leading Management	2 nd to 4 th June	Belmont

Course dates are subject to change

BSB51918 DIPLOMA of Leadership and Management: eLearning

DELIVERY STRUCTURE:

eLearning: This course is available through eLearning.



ASSESSMENT REQUIREMENTS

The BSB51918 Diploma of Leadership and Management is competency based. You will have assessments to complete in which you are required to provide evidence that you have understood the learning material and applied it to the workplace.



ASSESSMENT TIMEFRAMES

Students have up to 24 months to submit their assessments. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments upon completion of each unit of competency. The actual time for completion varies between students.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each unit of competency which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of case studies
- » Completion of workplace projects
- » Interview with your trainer and assessor at the end of each unit



REQUIRED RESOURCES

- » Trainwest will provide eLearning students with login details to the eLearning portal
- » Trainwest will provide students with the Cengage Cole Management Theory & Practice 7ed., Kris Cole text book
- » A computer with Microsoft Word and internet connection is essential

SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email, direct message through the eLearning portal and telephone. Your trainer will also provide half hour blocks of personal coaching by prior appointment if needed. You will have access to 2 x half hour blocks of personal coaching included in your course fees however if you require additional coaching further charges may be incurred.

Additional one on one coaching is available at an hourly rate for those who need it.

BSB51918 Diploma of Leadership and Management - eLearning



UNIT CODE	UNIT TITLE
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage team effectiveness
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBLDR511	Develop and use emotional intelligence
BSBLDR513	Communicate with influence
BSBLDR502	Lead and manage effective workplace relationships
BSBINN502	Build and sustain an innovative work environment
BSBLDR504	Implement diversity in the workplace
BSBR5K501	Manage risk



INVESTMENT:

COST	ELEARNING OPTIONS
\$ 300	Per individual unit
\$ 2600	New Student Full course (twelve units)
\$ 2300	Returning Trainwest Student Full course (twelve units)

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- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

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