



Diploma of Leadership and Management

(BSB51918)

Course Overview



Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

www.mentor.edu.au



“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Established in 2003, we are Australia's largest privately owned training organisation focused purely on Financial Services & Business training market. Many of our graduates currently work for Australia's leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art Continuing Professional Development (CPD) program and Best Practice Review Audits.

Exemplary Student Support

Mentor Education has gained an enviable reputation as the only financial training organisation that can deliver outstanding RG146 compliance and financial training coupled with personalised student support and customer service.

Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.



Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you



Phone Support
Available

1300 306 146 **+61 3 8317 2953**
Monday to Friday 9am to 5.00pm (AEST)



Email Support
Response within two business days

You can get one on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.

Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs. Simply speak to your course adviser for a Payment Option that will work for you.



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|------------------------------|--|
| Course name | Diploma of Leadership and Management |
| Course code | BSB51918 |
| Delivery options | Online Learning |
| Course duration | Up to 12 months |
| Assessments | Assessment tasks may be a combination of Multiple choice, Short answer questions, Case study and scenario responses, Projects, Portfolio, Role Plays, Practical Demonstration, Journal and Self-reflection exercises |
| Nationally recognised | Yes |
| Potential jobs | <ul style="list-style-type: none">• Self-employed managing director• Manager• Team Leader• Executive officer• Business administrator |

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The Diploma of Leadership and Management is ideal for those seeking the skills and knowledge to lead and manage individuals, teams and organisations.

The qualification caters to individuals in roles such as Supervisors, Team Leaders, Project Managers and Middle Level Managers seeking to gain practical leadership and management knowledge that can be applied as part of their job function.

Industry Endorsed and Trusted

Mentor Education's Diploma of Leadership and Management (BSB51918) qualification is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations.

With over 15 years' experience and more than 20,000 students, Mentor has a well-earned reputation as the largest privately owned financial services education provider, with full student support, quality training and assessment and linkages to employers, aggregators, mentors and the broader industry.

Entry requirements

This is an open entry course with no pre-requisite qualifications. In order for you to successfully complete this course,

it is recommended that you have strong literacy and numeracy skills.

Who Should Enrol?

This qualification has been designed to accommodate both individuals with no formal training qualifications and those seeking an entry point for transition into further education. The course is suited to both experienced managers and aspiring leaders seeking to gain further leadership and management knowledge.

Course Outcomes

Upon successful completion of this course, you will be awarded the Diploma of Leadership and Management (BSB51918) qualification.

Assessment

Assessment tasks may be a combination of:

- Multiple choice
- Short answer questions
- Case study and scenario responses
- Projects, Portfolio
- Role Plays
- Practical Demonstration
- Journal and Self-reflection exercises

Course Outline

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Units of Competency

Core Units

| | |
|-----------|---|
| BSBLDR501 | Develop and use emotional intelligence |
| BSBMGT517 | Manage operational plan |
| BSBLDR502 | Lead and manage effective workplace relationships |
| BSBWOR502 | Lead and manage team effectiveness |

Elective Units

| | |
|------------|--|
| BSBFIM501 | Manage budgets and financial plans |
| BSBMGT502 | Manage people performance |
| BSBMGT516 | Facilitate continuous improvement |
| BSBRISK501 | Manage risk |
| BSBHRM513 | Manage workforce planning |
| BSBWRK510 | Manage employee relations |
| BSBWOR501 | Manage personal work priorities and professional development |
| BSBPMG522 | Undertake project work |

Study options

www.mentor.edu.au

Online learning

Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

Unlimited e-mail and phone support

Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you're never left to feel 'lost' or stuck during your studies.

Face-to-face Instructor-led Classroom

Face-to-face class-room workshop is the fastest way to achieve your RG146 or similar qualification. Conducted either face to face or via video conference and facilitated by industry professionals skilled at making the workshop experience interactive, incorporating real life examples of today's market place.

How to Enrol

To enrol, you can complete one of the following options:



1300 306 146
(option 1 'new enquiries')



learn@mentor.edu.au



www.mentor.edu.au

Mail

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