



Diploma of Leadership and Management

(BSB51915)

Course Overview



Mentor
education

RTO 21683

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Why Mentor Education

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“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.

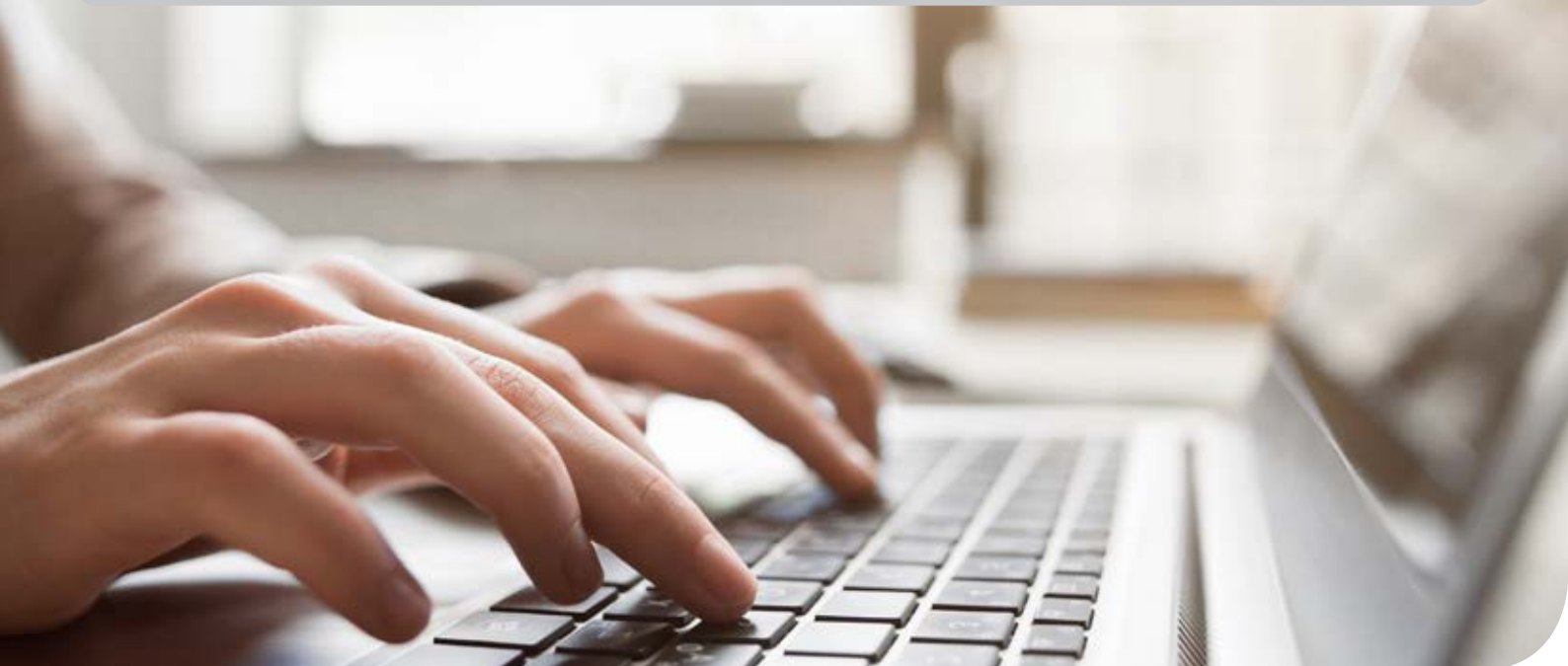
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art 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.



Course name	Diploma of Leadership and Management
Course code	BSB51915
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• Executive officer• Manager• Business administrator• Team Leader

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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 (BSB51915) 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.

Students may wish to undertake the completion of the Certificate IV in Leadership and Management (BSB42015) qualification prior to completing this course.

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 (BSB51915) 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 Summary

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

Course Outline

Units of Competency

Core Units

BSBLDR501 - Develop and use emotional intelligence

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace.

It applies to managers who identify, analyse and act on information from a range of sources and who deal with unpredictable problems. They use initiative to organise the work of themselves and others and plan, evaluate and co-ordinate the work of teams.

BSBMGT517 - Manage operational plan

This unit describes the skills and knowledge required to develop and monitor the operational plan to provide efficient workplace practices.

BSBLDR502 - Lead and manage effective workplace relationships

This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

It applies to individuals in management who have a prominent role in managing procedures to support workplace relationships considering the organisation's values, goals and cultural diversity.

BSBWOR502 - Lead and manage team effectiveness

This unit describes the skills and knowledge required to lead teams in the workplace and to engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams.

Elective Units

BSBFIM501 - Manage budgets and financial plans

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation.

It applies to managers who have responsibility for ensuring that financial resources are used effectively and are managed in line with financial objectives of the organisation.

BSBMGT502 - Manage people performance

This unit describes the skills and knowledge required to manage the performance of staff including through key result areas and key performance indicators.

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BSBMGT516 - Facilitate continuous improvement

This unit describes the skills and knowledge required to lead continually improving systems and processes, particularly in the development of systems and the analysis of information to monitor and adjust performance strategies.

It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.

BSBR501 - Manage risk

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation.

It applies to individuals who are working in positions of authority and are approved to implement change across the organisation.

BSBHRM513 - Manage workforce planning

This unit describes the skills and knowledge required to manage planning including in researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.

BSBWRK510 - Manage employee relations

This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.

BSBWOR501 - Manage personal work priorities and professional development

This unit describes the skills and knowledge required to create systems to organise information and prioritise tasks.

BSBPMG522 - Undertake project work

This unit describes the skills and knowledge required to undertake a project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards and budgetary limits set for the project.

Study options

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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')



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Mail

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