



Diploma of LEADERSHIP & MANAGEMENT

BSB51915

Consolidate your leadership and management skills with studies in risk, recruitment, management, teamwork and continuous improvement.



INFORMATION BROCHURE

Diploma of LEADERSHIP & MANAGEMENT

BSB51915

SESSION DATES

2018:

26th April
3rd May
28th June
26th July
30th August
27th September
25th October
29th November

8 sessions - Face to Face sessions on Thursdays

END DATE: 29th November 2018

TIME: 9:30AM – 4:30PM *Workshop Style Sessions*

COST: \$3500 - *Interest free payments available*

VENUE: Level 8, 138 Queen St, Campbelltown NSW

ENROLMENT: Potential students are to complete the enrolment form available from our website at www.mdsservices.com.au, email training2@mdsservices.com.au or phone (02) 4621 8400.

TRAINING/CAREER PATHWAYS:

Participants successfully completing this training may wish to apply for entry into the Diploma of Community Services.

This course may lead to potential career outcomes including Behavioural Support Officer; Community-Based Support Officer; Disability Support Worker; Disability Team Leader/Supervisor; Residential Care Officer; Senior Personal Care Assistant.

ENTRY REQUIREMENTS:

Students need to be currently working in an environment related to this qualification. You will require access to workplace information. It is recommended that participants should have achieved Year 12 or equivalent level in English Language, Literacy and Numeracy skills.

PERIOD OF ENROLMENT:

Course runs for 12 months; Students need to attend all classroom sessions. MDS Training courses run only if there is sufficient demand.



COMPETENCY UNITS IN THIS PROGRAM ARE:

CORE:

BSBLDR501

Develop and use emotional Intelligence

BSNMG517

Manage operational plan

BSBLDR502

Lead and manage effective workplace relationships

BSBWOR502

Lead and manage teams effectiveness

ELECTIVES:

BSBWRK510

Manage employee relations

BSBHRM405

Support the recruitment, selection and induction of staff

BSBMGT502

Manage people performance

BSBHRM512

Develop and manage performance management processes

BSBADM502

Manage meetings

BSBFIM501

Manage budgets and financial plans

BSBINM501

Manage an information or knowledge management system

BSBR501

Manage risk

STUDY WORKLOAD:

7 hours (inclusive of ½ lunch) per session and additional work to be completed in their own time of approximately 10-12 hours per scheduled unit/session.

UNIQUE STUDENT IDENTIFIER (USI):

All students studying a nationally recognised qualification must have a USI before enrolling. If you do not already have a USI, go to www.usi.gov.au to create one.

COURSE MATERIALS:

All materials including study notes, activities, handouts and assessment tools are provided with no additional costs.

ASSESSMENT AND TRAINING:

All training is provided in the classroom in workshop format for each scheduled session. Assessment consists of different activities for each unit. Reasonable adjustment will be made to any assessment tools to accommodate individual need. Refer to the course outline for details of the assessment tools utilised for each unit or set of units.

CLIENT SUPPORT SERVICES:

MDS Training offers support to all their students. Support may be related to disability, literacy, language or other concerns or barriers. You can contact the following people for assistance; the facilitator of your training, the training coordinator or the Manager MDS Training. The contact details are on this document.

COMPLAINTS:

MDS Training has a procedure for anyone wanting to make a complaint. You can speak to your facilitator, the training coordinator or the Manager MDS Training. All complaints are recorded and outcomes are reported. MDS Training uses complaints as part of its continuous improvement process. Forms for complaint are available from the website or you can receive one by mail or email. If you experience difficulties filling in the form contact the Manager MDS Training for assistance. This form is also provided on enrolment.

APPEALS:

MDS Training has a procedure for students who want to appeal any decisions affecting their outcomes. This could include competency, recognition of prior learning, extensions or removal from a

course. The form is available from the manager and assistance to complete the form can be provided. The form can also be emailed or posted to you, it is also available on the website. This form is also provided on enrolment.

RECOGNITION OF PRIOR LEARNING:

Students may be able to demonstrate their competence in some units; as such recognition of prior learning is available. This is to acknowledge the skills and knowledge gained through previous training events along with life and work experience.

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.



*We care about our students and their development and education.
We will support all our students throughout their course of study.*

Vanessa Vale, Manager



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MDSTraining2560

MDS Training

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