KUNUNURRA DATES 2016/2017

- Tuesday 16th August 2016
  BSBPMG522 Undertake Project Work
- Wednesday 17th August 2016
  BSBHRM506 Manage Recruitment Selection & Induction Processes
- Thursday 18th August 2016
  BSBMGT517 Manage Operational Plan
- Tuesday 15th November 2016
  BSBRSK501 Manage Risk
- Wednesday 16th November 2016
  BSBldr501 Develop & Use Emotional Intelligence
- Thursday 17th November 2016
  BSBldr502 Lead & Manage Effective Workplace Relationships
- Tuesday 21st February 2017
  BSBWOR502 Lead & Manage Team Effectiveness
- Wednesday 22nd February 2017
  BSBcuss01 Manage Quality Customer Service
- Thursday 23rd February 2017
  BSBHRM513 Manage Workforce Planning
- Tuesday 13th June 2017
  BSBWOR501 Manage Personal Work Priorities & Professional Development
- Wednesday 14th June 2017
  BSBMGT502 Manage People Performance
- Thursday 15th June 2017
  BSBADM502 Manage Meetings

TIME
9.00am – 4.30pm

HOW TO BOOK
- Email: keva@pivot.edu.au
- For more information on the course, please email Elisa at elisa@pivot.edu.au or phone (08) 9221 1803

Please note that this is a blended-learning delivery and requires work to be completed in the workplace following the program.
DELIVERY METHODS
Facilitated

Workshops
Experienced industry professionals use all the principles of adult learning to deliver interesting and innovative training leaving participants motivated and enthused to use the new tools and techniques in their working environment.

The full program can include:
• Supervisor and participant induction
• Facilitated workshops
• Ongoing evaluation of program (including pre and post measurement of competency to provide a return on investment measurement)
• Celebration of success

Please visit our website www.pivot.edu.au for workshop dates.

Online / Distance Delivery
Here at The Pivot Institute we are leaders in the field with our own Pivot Online Learning System (POLS) which provides participants with all content and resources and online classroom opportunities to cover the content in the Diploma. We support online learning by also providing quality print based resources and significant ongoing support and contact.

Distance-based Delivery
Self-paced workbooks are provided together with regular facilitator contact.

LEARNING RESOURCES
All learning resources are provided. These include:
• Quality learning resources for each unit of competency
• Access to POLS to provide useful articles and templates and support for participants regardless of their chosen delivery method
• Ongoing facilitator support
• Relevant handouts and journal articles
• Program material can be customised and branded for your own organisation

RECOGNITION OF PRIOR LEARNING
RPL is an assessment process that enables an applicant to gain recognition of skills and knowledge regardless of how they were achieved. This may include formal or informal learning, work experience, or general life experience. Where RPL is granted you do not have to participate in further training and assessment for skills and knowledge that you already possess.

For more information on RPL please contact us at The Pivot Institute

ASSESSMENT METHODS
The Pivot Institute assessments are aimed at adding value to the individual and their organisation. Assessment with The Pivot Institute is true to the units of competency, but is tailored to the needs of the individual and the organisation. This means that where possible we ensure that the assessment fits into what you are doing in your workplace as part of your daily workplace activities. The result is assessment that is meaningful and valuable to both the participant and the organisation.

HOW LONG WILL IT TAKE?
The following is a guide outlining the approximate time it will take to complete the Diploma of Management, depending on the time commitment you are able to manage:

<table>
<thead>
<tr>
<th>Study Hours Per Week</th>
<th>Estimated Time to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>6 months</td>
</tr>
<tr>
<td>11</td>
<td>1 year</td>
</tr>
<tr>
<td>7.5</td>
<td>1.5 years</td>
</tr>
<tr>
<td>6</td>
<td>2 years</td>
</tr>
</tbody>
</table>

For further information, please contact:

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