

# Kalgoorlie DIPLOMA of LEADERSHIP & MANAGEMENT

**2017**

This is a blended delivery program. Units are delivered in either a facilitated workshop or via Pivot's Online Learning System (POLs).

## Block 1: Facilitated Workshops

- i Tuesday 13th June 2017  
BSBLDR501 Develop & Use Emotional Intelligence
- i Wednesday 14th June 2017  
BSBR501 Manage Risk
- i Thursday 15th June 2017  
BSBHRM405 Support the Recruitment Selection and Induction of Staff
- i Friday 16th June 2017  
Manage People Performance

## Block 2: Facilitated Workshops

- i Tuesday 5th December 2017  
Manage Team Effectiveness & Lead and Manage Effective Workplace Relationships
- i Wednesday 6th December 2017  
BSBPMG522 Undertake Project Work
- i Thursday 7th December 2017  
BSBMGT517 Manage Operational Plan
- i Friday 8th December 2017  
BSBHRM513 Manage Workforce Planning

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In addition to the Facilitated Workshops, participants will complete the following units Online:

- i BSBWOR501 Manage Personal Work Priorities and Professional Development
- i BSBADM502 Manage Meetings
- i BSBCUS501 Manage Quality Customer Service

In preparation for the facilitated workshops, participants will be provided with a range of pre-reading and pre-work. Assessments are to be completed between blocks.

## 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.

## ABOUT THE PROGRAM

The BSB51915 Diploma of Leadership & Management is a Nationally Accredited Course which provides graduates with the skills and knowledge required to practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Graduates of the Diploma of Leadership & Management will display initiative and judgement in planning, organising, implementing and monitoring their own workload and the work load of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

Graduates will plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## WHO SHOULD DO THIS QUALIFICATION?

The Diploma of Leadership & Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

The Diploma of Leadership & Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

## QUALIFICATION CERTIFICATION

Upon successful completion of this course you will receive the nationally recognised Diploma of Leadership & Management (BSB51915).

Students who do not complete all units will be eligible for a Statement of Attainment in partial completion of the Diploma.

## FOLLOWING COMPLETION

Graduates will be ready to use their skills and knowledge in a management role or choose to undertake the BSB51915 Advanced Diploma of Leadership & Management or a range of other Advanced Diploma qualifications.



## 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](http://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:

Study Hours Per Week	Estimated Time to Complete
23	6 months
11	1 year
7.5	1.5 years
6	2 years

For further information, please contact:

THE PIVOT INSTITUTE

T : 1300 354 309

T : (08) 9221 1803

F : (08) 9221 1903

[elisa@pivot.edu.au](mailto:elisa@pivot.edu.au)

[camilla@pivot.edu.au](mailto:camilla@pivot.edu.au)

**RTO Code: 51586**

Level 4, 231 Adelaide

Terrace Perth WA 600

[www.pivot.edu.au](http://www.pivot.edu.au)

