

Health Industry Training

Course Outline

BSB51918

**Diploma of Leadership
and Management**



Why Choose Health Industry Training

Health Industry Training is passionate and committed to inspiring students to achieve their career goals and aspirations. If you want to be part of an exciting, fast growing industry, the health and community services sector and Health Industry Training can fulfil that goal.

The health sector is currently the largest employment and fastest growing sector in Australia. The opportunities for Australians are exciting and rewarding. To be part of this industry it is important you select the most appropriate training organisation to ensure you receive the necessary knowledge, skills and practical experience needed to secure a place.

Health Industry Training has many years' experience in the health sector. We specialise in health and community services and keep well informed of the current and future trends occurring in the health and community services sector.

Health Industry Training will help you successfully complete your qualification using an individual, supportive approach by providing you with a training plan individualised to suit your needs and lifestyle. Study your way, place and pace with the support of a personal trainer.

It is recommended that you read this course outline in conjunction with the student handbook that is available on the Health Industry Training website.

Inspiring students to achieve!

RTO National Provider # 32145



BSB51918

Diploma of Leadership and Management

Course Details

Duration Maximum 18 months

Delivery Method Flexible
Individual needs approach to learning
Practical Placement

Enrolment Method Open enrolment

Prospect Career Roles Manager
Team Leader

Assessment Methods Short answer questions
Projects
Case studies
Workplace portfolio
Research reports
Practical placement
Practical logbook

Industry trend

Australia is facing a worker shortage in many key areas associated with client care. This has created a demand for employers and team leaders to have strong management and planning skills. These include knowledge in people management, workforce planning, recruitment and a range of business skills that will help them work across the community sector, in organisations involved in community work, community development and community care services and volunteer programs, in a range of settings such as residential facilities, group homes, community agencies and government departments.

Health and Community Services Managers plan, organise, direct, control and coordinate the professional and administrative aspects of health and welfare programs and services.

Employment for this occupation rose very strongly in the past five years and in the long-term (ten years). Looking forward, employment for Health and Welfare Services Managers to November 2020 is expected to grow very strongly.

This is a medium sized suggesting that opportunities for Health and Welfare Services Managers may be limited in some regions.

Course Information

Delivery Method

The Diploma of Leadership and Management is delivered through a blended delivery method.

Students are provided with learner resources and assessment handbooks for each unit of competency. The assessment handbooks provide students with instructions on submitting assessments.

Practical Placement

Health Industry Training recognises that an important part of undertaking a qualification in health or community services is the practical component of the course. Work placement provides students with an avenue to apply practical skills in a 'real life' environment where you are able to practice the skills and knowledge you have learnt during the course.

It is compulsory for students to undertake practical placement for the Diploma of Leadership and Management.

Securing Practical Placement

As a student it is important for you to discuss work placement opportunities with local organisations. Once you have sourced a relevant host employer, Health Industry Training will contact them on your behalf to discuss work placement requirements.

Insurance

Health Industry Training provides insurance to all students undertaking work placement as part of their qualification.

Pre-requirements

As a student you must ensure you have completed the necessary 'Prior to practical work placement' activities listed below before practical work placement can commence.

- National Criminal History Clearance

Assessment Methods

Health Industry Training uses a range of assessment methods to ensure sufficient evidence can be gathered to demonstrate you can perform the tasks against the specified criteria. Assessment methods can include:

- Short answer questions
- Projects / Reports
- Case studies
- Scenarios
- Workplace portfolios
- Work placement logbook

Recognition of Prior Learning

RPL considers previous formal study and work experience and then assesses this against the elements of competency to determine competency. Students seeking recognition can apply for RPL on enrolment or throughout the duration of their study.

Credit Transfer

If you have completed a unit of competency within your intended qualification with another Registered Training Organisation (RTO) you may be able to apply for a credit transfer or exemption. A copy of the original transcript must be provided when applying for credit transfer.

Admission Requirements

Entry Requirements

To enrol in the Diploma of Leadership and Management it is anticipated that you will have completed year 10 or equivalent.

In addition, students are required to provide Health Industry Training with their Unique Student Identifier number.

Minimum Age Requirements

The minimum age for this course is 16 years old. If you are under 18 years of age your enrolment form must be signed by a parent or guardian.

Literacy, Language, Numeracy (LLN) Requirements

Students must have an adequate level of Language, Literacy and Numeracy skills (LLN). Entry into the course requires English proficiency to Year 10 level or equivalent. Students are able to test their LLN skills by completing an LLN test by emailing info@healthindustrytraining.org.

Student Support

Throughout your course with Health Industry Training, you will be provided with a range of support services depending on your individual needs.

One-on-one trainer support: You will be provided with a trainer that has extensive experience and expertise in the course content and the industry sector. Our professional trainers are there to ensure you have a successful learning journey where you can contact them via phone or email.

In addition to your trainer, the administration team can provide you with support including your enrolment, changes to contact details or study plan, progress report and any issues you may encounter throughout your course.

Peer support

Health Industry Training appreciates that distance/online learning can be an isolated experience for some students. To assist with isolation all students have the option to be part of a Facebook peer support group. Peer support groups can be a positive experience where you can study with like-minded people, ask questions relating to your course and build friendships.

Course fees and Financial Support

Fee-paying

To assist students who are not eligible for funding, Health Industry Training offers financial assistance by allowing students to take advantage of our affordable payment plan options (weekly, fortnightly or monthly instalments) (see enrolment form for additional information)

Course Structure

The Diploma of Leadership and Management has been packaged to include:

12 units are required to be awarded the qualification including:

- 4 core units
- 8 elective units

The table below provides a list of the units of competencies offered by Health Industry Training

Unit Code	Unit Title	(Core/Elective)
BSBWOR502	Lead and manage team effectiveness *	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
Eight (8) units must be selected from the list below (4 electives must be selected from Group A and up to 4 additional units from Group A or Group B)		
GROUP A		
BSBCUS501	Manage quality customer service	Elective
BSBFIM501	Manage budgets and financial plans	Elective
BSBHRM405	Support the recruitment, selection and induction staff	Elective
BSBINN502	Build and sustain an innovative work environment	Elective
BSBMGT502	Manage people performance	Elective
BSBMGT516	Facilitate continuous improvement	Elective
BSBPMG522	Undertake project work	Elective
BSBRISK501	Manage risk	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
GROUP B		
BSBADM502	Manage meetings *	Elective
BSBHRM512	Develop and manage performance-management processes *	Elective
BSBINM501	Manage an information or knowledge management system	Elective
BSBLED501	Develop a workplace learning environment	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

How to Enrol

Need More Information?

Health Industry Training is dedicated to ensuring all students are enrolled in the course that will achieve their career aspirations. If you need help with choosing the right course for you please contact the administration team on 07 3082 3960.

Ready to Enrol?

Place an enquiry through our website:
www.healthindustrytraining.org

OR

Email info@healthindustrytraining.org and request an enrolment pack

OR

Enrol by phone. Contact one of our friendly enrolment officers on **07 3082 3960**