

BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51615 DIPLOMA OF QUALITY AUDITING

Team Leader, Supervisor and Manager

Are you a team leader, supervisor, manager in a role where you display initiative and judgement in planning, organisation, implementing and monitoring your own workload and the workload of others?

Would you like to further your skills in quality auditing in a range of specialised, technical or managerial competencies to plan, carry out the work as lead quality assurance for your organisation?

Entry requirements

- Good English language, literacy and numeracy skills (or completion of English to Year 12)
- Access to a computer with video, audio and internet capability
- Computer proficiency
- Previous experience in the community sector in a job role that required self-directed application of knowledge, independent judgement and decision-making, and a range of technical skills
- Current employment in an aged services context with access to service coordination and management responsibilities where skills can be demonstrated

DO YOU OR ARE YOU AIMING TO?

- Manage staff within the unit and provide professional leadership
- Interpret policies and objectives of the service as it applies to the unit or staff
- Manage recruitment of staff
- Participate in management and leadership activities to evaluate the effectiveness of the services in relation to standards, organisational objectives, costs and care principles
- Promote working relationships with other teams
- Interpret industrial awards and other regulations concerning staff employment contracts
- Initiate, lead and report of quality audits

THEN THIS DOUBLE QUALIFICATION HAS IT ALL FOR YOU.

COURSE DURATION

Our program is part-time and flexible to support existing workers in the aged care industry. The course can take up to two (2) years to complete. This will be based on your prior knowledge and experience and the amount of time you can commit to your studies.

This course is delivered through a blended model combining online, workbook and monthly webinars.

Our trainers will make two (2) scheduled visits to your workplace, depending on your location. Further unlimited support will be provided via telephone, email support and Webinar (virtual classroom via web cam) to provide students with tuition, learning support, assessment completion and conduct workplace observations.



FOR MORE INFORMATION

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Innovation. Collaboration. Education.

The Diploma of Leadership and Management and the Diploma of Quality Auditing qualifications are nationally recognised and based on curriculum developed by industry specialists.

The Diploma of Leadership and Management requires that 12 units are completed to achieve the full qualification and the Diploma of Quality Auditing requires that 8 are completed to achieve the full qualification.

However, by combining the two as outlined in this flyer, and undertaking the following units of competency you are getting both the Diploma of Leadership and Management and the Diploma of Quality Auditing Qualification.

RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning is offered to all students on commencement. RPL provides an opportunity for a range of skills relevant to this qualification and the job role to be recognised before formal training commences.

RPL will require you to discuss your experience with our Training Manager, gather evidence to support the RPL.

COURSE COSTS

Member \$3,970

Non Member \$4,605

QUALIFICATION

UNIT CODE	UNIT TITLE
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBAUD501	Initiate a quality audit
BSBAUD503	Lead a quality audit
BSBAUD504	Report on a quality audit
BSBCUS501	Manage quality customer service
BSBMGT502	Manage people performance
BSGMGT516	Facilitate continuous improvement
BSBRISK501	Manage risk
BSBPMG511	Undertake project work



RTO 2863

