



Diploma of Leadership and Management BSB51918

The Tamworth Business Chamber is in partnership with the University of New England and UNE Partnerships to offer the Diploma to Chamber members to build the capacity and capability of business managers as future leaders.

This is a nationally recognised and accredited program and is partially funded through NSW Smart and Skilled funding which is available to eligible students.

Course Information

On completion of the program you will have the skills and confidence to:

- Understand your leadership style and use emotional intelligence to apply the principles of leadership in your business
- Understand your strengths and set priorities for your professional development
- Manage your operational plan effectively
- Scope, plan, implement and monitor projects for successful results
- Manage a diverse team of people to achieve the best results for your business
- Determine your client needs, and monitor the business performance in meeting those needs
- Assess the role that risk management plays.
- Understand the need for a continuous process of review and improvement and apply that process across all aspects of the business
- Communicate effectively to staff and in public settings

Selection Process

Eligibility

1. Minimum 3 years' experience as a Manager.
2. The applicant is currently employed and a member of the Tamworth Business Chamber.
3. The applicant is an Australian/New Zealand citizen.

Organisational Eligibility Requirements

1. Completion of the EOI, and approval signed by the CEO or your Manager; and
2. A letter of support outlining your suitability to complete this qualification and to confirm;
3. Submission of a testamur to claim credit for diploma units already completed, by those who have previously completed the Certificate IV in Business.

EOI Applications due: 19 March 2019

Enrolment date: 1 April 2019

Commencement: 3 April 2019

Completion: 31 July 2020

Confirmation:

UNE Partnerships will consider your EOI and the supporting documentation. You will be notified by 25 March 2019 if you have been selected to undertake the Diploma of Leadership and Management BSB51918.





Blended training

Eight face-to-face workshops, 12 webinars and online learning



Dates

8 April 2019 to July 2020

- Course duration: 15 months
- Full academic and administrative support
- Full on-line access and online course materials
- Workshops delivered at the UNE Centre, Tamworth
- Mentors provide individualised support

Course commitments

The program is offered through blended online learning and includes a short induction webinar, 1 x two day workshop at commencement and 6 x 1-day workshops. Twelve support webinars will assist you to interpret assessment requirements and submit relevant evidence for assessment. All learning resources and assessment are available online and your course administrator and trainer/assessor will support your learning throughout the course. The Business Chamber will ensure each participant is provided with an mentor for guidance and support throughout the course.

Face to face training will take place at the UNE Centre in Tamworth

Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 6-10 hours a week of self-directed workplace and individual study.

Funding arrangements

The University of New England is contributing a scholarship fund to the Chamber to support the delivery of the Diploma of Leadership and Management in 2019.

NSW Smart and Skilled funding for this course is available. This qualification would normally require a student contribution of over \$2,300. UNE Scholarship fund and Smart and Skilled funding will mean that the student contribution will be \$850pp.

Associated Costs: All associated costs to attend the workshops at the UNE Centre such as travel to the workshops will be met by students.

Enrolment advice and forms will be provided after your EOI has been approved.

Diploma of Leadership and Management - EOI

Surname: _____ Given name: _____

Aboriginal or Torres Strait Islander? yes no Current Position: _____

I am an Australian/New Zealand Citizen: yes no

Business Name: _____

Business Address: _____

Phone number: _____ Mobile number: _____

Email address: _____

I confirm that:

I meet the eligibility criterion for the Diploma of Leadership and Management.

I consent to the collection, use and disclosure of my personal information relating to my previous qualification to UNE Partnerships Pty Ltd to verify my qualification and assessing my application for Direct Credit Transfer in my current studies

I or my employer will meet the student contribution of \$850 per student when enrolling in this qualification.

Employer Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

PLEASE SEND YOUR EXPRESSION OF INTEREST TO:

Mary Ryan-Garnett, Tamworth Business Chamber | membership@tamworth.org.au | 02 6766 4810