

ADVANCE YOUR LEADERSHIP SKILLS

IPS Institute BSB51918 Diploma of Leadership and Management is designed to advance supervisors or middle managers to the responsibilities of management roles. With the latest theories and practical approaches to management you will explore the critical capabilities that make an effective manager.

This qualification is divided into three distinct sections that cover the management of business, performance and people and focuses on those wishing to upskill in a number of leadership and management areas. Throughout the course, you will learn successful strategies for performance management and optimisation, supporting recruitment, delivering financial plans, and effectively implement change management processes.

In-demand skills you will develop:

- ✓ Lead and manage effective workplace relationships
- ✓ Develop and use emotional intelligence
- ✓ Build an innovative work environment
- ✓ Manage intellectual property to protect and grow business
- ✓ Develop and manage performance management processes

Our emphasis is on delivering quality training enabling students to reach their goals and aim for career advancement



**100%
ONLINE
LEARNING**



**30 DAY
RISK FREE
GUARANTEE**



**UNLIMITED
1:1 VIRTUAL
SUPPORT**



**NATIONALLY
ACCREDITED
QUALIFICATION**

Building Leaders.

COURSE STRUCTURE

To obtain the BSB51918 Diploma of Leadership and Management you must achieve competency in 12 units, which consist of 4 core units and 8 elective units, of which:

- 4 elective units must be selected from Group A
- Up to 4 may be additional units from Group A or Group B
- If not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package offered by IPS Institute.
- If not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level offered by IPS Institute.

CORE UNITS

BSBLDR502	Lead and manage effective workplace relationships
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage team effectiveness

A TOTAL OF 12 UNITS ARE REQUIRED TO ACHIEVE THIS QUALIFICATION

GET QUALIFIED

Based on prior learning and work experience in a related field IPS Institute will conduct a Recognition of Prior Learning evaluation giving you the ability to fast track this qualification. Previously completed units of competencies or qualifications in a related field may provide you eligibility to Credit Transfer the units you have already completed.

TRAINERS AND ASSESSORS

Our team of Learning Coaches are available to help you go over specific course content and provide practical advice from someone who has many years of hands-on real experience in the industry. IPS Learning Coaches share the real world of work with their students.

SAMPLE ELECTIVE UNITS

GROUP A UNITS

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINN502	Build and sustain an innovative work environment
BSBMGT502	Communicate with influence
BSBLDR504	Manage people performance
BSBLDR513	Communicate with influence

GROUP B UNITS

BSBADM502	Manage meetings
BSBCOM503	Develop processes for the management of breaches in compliance requirements
BSBFRA502	Manage a franchise operation
BSBHRM511	Manage expatriate staff
BSBHRM512	Develop and manage performance-management processes

Please contact us for a complete list of elective units available for this course.





KEY INFORMATION

ENTRY REQUIREMENTS

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills, and computer skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

CAREER OPPORTUNITIES

Potential career outcomes for those who complete BSB51918 Diploma of Leadership and Management include:

- Business Manager
- Sales Manager
- Financial Manager
- Account Manager
- Office Manager

RESOURCES

We designed our courses to align with industry expectations and we deliver the skills that tomorrow's workforce needs today. We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams. We focus on providing real outcomes and making a difference in our students' lives.

ABOUT IPS INSTITUTE

IPS Institute (RTO #32186) has been a registered training organisation since 2006. We support organisations, business owners, teams, and individuals to gain their skill acquisition through real work applications and enhance their soft skills for a brighter and more productive future.

Each of our trainers brings years of real-world experience and expertise from their respective fields. They will mentor and support you and your staff to ensure everyone embarks upon a successful and fulfilling career.

Our motto is Learn More | Earn More.

SIMPLE PAYMENT OPTIONS

We offer transparent payment plans as well as discounted upfront payment options plus our administrative fees are simple. You will see your complete schedule of fees before you make any payments.

We offer you:

RPL Applications Cost = \$0

6-Month Extension Cost = \$0

Upon enrolment you will receive and IPS Institute Induction which includes:

- Complimentary profile test to determine your strengths so that we can tailor your elective selections to meet your specific needs
- Short course on-line explaining your profile
- Career Alignment Pathway Session (30 mins) to guide you on your path to career success
- Access to our private IPS Institute Facebook Group where you can interact with other students and faculty
- Monthly webinars for professional and personal development with our CEO Victoria Jennings

Free Deferral:

You can pause your studies, then pick them back up when you're ready*.

Free Extension

If you require additional study time, we can help*

**Terms and conditions apply*

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE REQUIREMENTS DO I NEED TO COMPLETE THE COURSE?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable Internet connection, at least the equivalent of Microsoft Office, Office for Mac, with word processing capabilities and spreadsheets and a PDF reader installed.

WHAT SUPPORT IS PROVIDED?

All support is provided by IPS. You can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches.

I WORK FULL TIME, CAN I ACCESS MY COACH AFTER HOURS?

Our coaches work late on selected nights and are happy to book in after-hours calls. We have students across all time zones, so our Learning Coaches are conscious of accounting for time differences.

HOW LONG DOES THE COURSE TAKE?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines. No inflexible classes to work around. No pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 16 months.

HOW IS THE COURSE DELIVERED?

The course is delivered 100% online through our student portal. You'll complete written activities and practical assessment tasks to demonstrate what you've learned throughout the unit. You will have access to a Learning Coach for any questions or clarifications you may need. You will also have access to webinars from our CEO and Learning Coaches.

WHAT ARE THE ASSESSMENTS?

There are no exams for the course. All assessments involve case studies, multiple-choice questions, short-answer questions, roleplays, business plans.

WHEN CAN I START?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

DURATION

This course is competency-based so you can progress at your own pace. Depending on your level of experience and eligibility for Recognition of Prior Learning and Credit Transfer it may take you from 6 - 36 months.

IPS INSTITUTE GUARANTEES



STUDENT FOCUSED

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



QUALITY CONTENT

We designed our courses to be aligned with industry expectations and we deliver the skills that tomorrow's workforce needs today.



CUSTOM DELIVERY

We take the time to understand your goals providing personalised and flexible learning solutions driven by our dedicated mentors and support teams.



FULL SUPPORT

Our Learning Coaches are experts in their industries with a wealth of knowledge and real-world experience and are committed to helping you achieve your goals.

Take your career to the next level!

ENROL TODAY!



@IPSInstitute



@IPS_Institute



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www.ipsinstitute.com