



**INFORMATION  
PACKAGE  
DIPLOMA OF  
LEADERSHIP  
AND  
MANAGEMENT**

**BSB51915**  
Nationally Accredited training  
tailored for community sector  
managers

# DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51915

## PROGRAM 16 2018

### About the Course:

WACOSS has partnered with MODAL for the past 15 years to deliver the nationally recognised Diploma of Leadership and Management BSB51915 program, to help improve the leadership capability within the not-for-profit services sector.

The Diploma of Leadership and Management will equip participants with the knowledge and skills required to be the future leaders, managing and inspiring others in the community services sector. This program is designed and tailored for those in management roles within the community services sector. Participants will learn crucial management skills like building and leading a team, recruiting and inducting staff, overseeing staff performance, planning and leading projects, managing risk, and facilitating continuous improvement.

This program has a significant Recognition of Prior Learning (RPL) component, which allows participants to draw on their existing management experience and have their competencies recognised formally. Individuals at the Diploma level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others.

There are twelve (12) units to be completed through the delivery of ten (10) face-to-face workshops completed over a 12 month period. Assessments within the course will include practical workplace assessments and a large project undertaken within the workplace. In the past, these projects have included project planning for large events, upgrading of facilities, or updating of key organisational documentation.

Successful completion of the Diploma requires participants to collaborate with, and have the full support of, their line managers. Further information about the program can be found throughout this application package, and should be reviewed thoroughly before an application is made.

The course has successfully run for 15 programs, training over 250 community service managers.

### Benefits include:

- Highly effective and nationally recognised career development program
- Supported environment where community sector workers can learn alongside peers from similar organisations.
- Access to individualised coaching and support throughout the program.
- Working with a mentor of your choice throughout the course.
- Assessments are based on practical workplace assignments that for part of the your normal work duties.
- The organisations benefit from a 12 month practical work based project each student needs to complete.

## Course Units:



## Workload Requirements:

Like any nationally accredited Diploma course, this course requires a significant time commitment. The following is a general rule of your required time commitment:

- 10 x full day face-to-face sessions
- 4-6 hours of work outside of the classroom per unit
- Workplace project

## Responsibilities:

- **You**

As a participant on the Diploma program you are required to:

- Attend and actively participate in scheduled face-to-face training sessions and mentoring/coaching sessions
- Complete any requirements (homework) prior to attending upcoming training sessions and mentoring/coaching sessions
- Allocate and schedule sufficient time and resources to complete the course requirements
- Complete the tasks and assignments required in a timely manner.

- **Your Employer**

Your employer plays an important part while you are on this program also. They are responsible for:

- Supporting you with ensuring you can attend the training and coaching sessions
- Providing mentoring, encouragement and workplace support to you throughout the program
- Scheduling and conducting post module coaching sessions with you eg: we recommend approximately 1 hour each month to discuss your learning, application and progress with your course work
- Providing you with suitable workplace applications to enable effective completion of the workplace project assignments.

## **Cost:**

The costs per participant are **\$5500.00 GST exclusive** for WACOSS members and **\$6800.00 GST exclusive** for non-members.

Applicants may be eligible for grant funding to assist with reimbursement of substantial course fees.

- Lotterywest provide support for this program through their Organisational Development Grants (up to \$5000 for Professional Development).
- Australian Scholarships Foundation provide funding support for up to 5 places on the program. WACOSS can assist with directing you to the relevant application processes once you have applied for the course.

## **Eligibility:**

To be eligible for this course you need to be responsible for the following:

- Ability to complete a Diploma level course
- Leading work teams with direct reports or leading project teams
- Planning, organising and monitoring the work of others
- Supervision of staff, including conducting performance appraisals or similar
- Have the authority to initiate and implement changes impacting your team
- Responsibility for supporting work teams and meeting organisational/business requirements
- Have an identified work mentor

## **Application Process:**

1. Read all the information provided, and call WACOSS if you have any questions.
2. Attend the Information Session and invite your mentor (time and date TBC).
3. Check you are able to attend ALL course dates.
4. Check you meet the course eligibility criteria.
5. Identify a mentor for the duration of the course.
6. Get your line manager or chairperson to provide their approval and support for your application.
7. Lodge application package online.

**Applicants will be selected based on their meeting the criteria**

## Testimonials:

*“The people in this group and the solutions they brought to the day were of enormous interest. I feel really energised from this interaction.”*

*“The group discussions are interesting and help to get clarity about some issues that I’m currently dealing with.”*

*“The presentations were excellent. It was a fantastic opportunity to hear about real life projects from such a great range of community groups. The projects were all interesting and inspiring .The day was similar to conferences I have been to except the quality of each presentation was of a high standard.”*

*“There were so many benefits for me attending the WACOSS/Modal Diploma of Leadership & Management; having a Mentor to meet with monthly, learning with your peers who intimately understand and share the challenges of managing a not for profit, and being rewarded with a qualification to certify your skills.” – **Previous Diploma student***

## For more information:

For more information please contact Maree Jones at WACOSS on 9420 7222 or [training@wacoss.org.au](mailto:training@wacoss.org.au).

## Example Letter to line managers of the Diploma of Leadership & Management



To whom it may concern,

The WACOSS **Diploma of Leadership & Management** Program offers community services sector managers the opportunity to recognise and develop their management skills.

The program commences in July of each year and lasts 12 months. Participants must attend ten full day workshops in that 12 months, as well as complete assessment work. The amount of time required to complete the work for the qualification has been estimated to be about five hours per week.

The assessment tasks consist of practical workplace applications of material learned in the workshops, and as such it is expected that at least some of this work ought to be completed during working hours.

The participants are also required to complete a large project, which is based on a workplace scenario. Previous years have seen participants complete projects based on large fundraising events, upgrading facilities, updating policy and procedures documents, training personnel, and other large projects. These projects offer an opportunity to significantly add value to the participant's organisation.

Experience has shown us that participants in the program have a greater chance at success when they have the full support of their line manager in completing the Diploma, and are given adequate time to complete their assessment work. Regular meetings to discuss progress in the Diploma are also recommended.

Additionally, collaboration between line managers and program participants can result in projects that are mutually beneficial for the participant and the organisation. We are hopeful that the outcomes of the projects can be profiled and shared for the benefit of the sector as a whole, with your organisation's permission.

If you have any queries about the program, feel free to contact Maree Jones from WACOSS on 9420 7222.

Kind regards,

Louise Giolitto  
Chief Executive Officer

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