

WACOSS APPLICATION DIPLOMA OF LEADERSHIP & MANAGEMENT (BSB51915)

Program 16 2018/2019	
Name	
Organisation name	
Have you applied for grant funding?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, with who?	Lotterywest <input type="checkbox"/> ASF <input type="checkbox"/>
Eligibility Criteria	
<p>To be eligible for this course you need to be responsible for the following:</p> <ul style="list-style-type: none"> 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 Authority to initiate and implement changes impacting your team Responsibility for supporting work teams and meeting organisational/business requirements Have identified work mentor 	
<p>Provide a brief description about your current leadership/management role within your organisation. Include things like the number of staff you manage, the programs you are responsible for etc.</p>	
<p>Please describe how the course will benefit yourself, your organisation and the broader community.</p>	

Please describe why you want to complete this course and explain what skills and knowledge you are hoping to gain.

Who has agreed to be your mentor during the course and why did you choose them?

Please provide details of who the invoice for payment should be made out to:

Name			
Organisation or individuals name			
Address			
Telephone number		Mobile	
Email address			

To be signed by the applicant:

I have read this document and wish to commit my time and focus to the completion of this training program.

Signature

Print name

Date

To be signed by the participant's line manager or supervisor

I have read this document and endorse this person's enrolment into the Diploma of Leadership & Management. I will ensure they have sufficient support in the workplace to complete this course.

Signature

Print name

Date

Terms and Conditions:

Payment

The Diploma of Leadership & Management costs \$5,500 for WACOSS members and \$6,800 for non-members. These prices are exclusive of GST.

Invoices are sent to the agencies involved in the program within 2 weeks of participants being selected and accepting their place in the program.

Payment must be made within 30 days of the invoice being received.

N.B: The above does not apply if you have received a fully funded scholarship from the Australian Scholarships Foundation.

Cancellation Policy

Once an applicant accepts their place in the Diploma of Leadership and Management, the agency is liable to pay for their place. However, we understand that sometimes circumstances change and cancellations may be made.

If cancellation occurs the following applies:

- If WACOSS is notified at least 4 weeks prior to the course commencement date, no fee will be incurred.
- If WACOSS is notified less than 4 weeks prior, but more than 2 weeks prior to the delivery date, a 30% fee will be incurred*.
- Less than 2 weeks prior to delivery date a 40% fee will be incurred*
- If a participant withdraws within three months of course commencement a 50% cancellation fee will be incurred.
- In all other cases full course fees are incurred.

*Consideration may be given to refunding the full course cost if a qualifying replacement applicant is supplied or extenuating circumstances occur. WACOSS would need to be notified of this in writing.

Lodging your application:

Applications need to be received no later than **5pm Wednesday 22 March 2017**. You must lodge your application online via the WACOSS website.

Please tick to indicate your understanding:

- I have read and meet the eligibility criteria
- I have completed the written submission
- I have attached my CV
- I am available on the dates the course is taking place
- I am aware that I will be required to complete project work outside my class contact time
- I have line management/management committee approval and support to participate
- I have identified a mentor for the course
- I understand the cancellation policy