



RTO # 41166 CRICOS # XXXXX
 Level 3, 11 London Circuit, Canberra ACT
 Phone No: 02 6147 8024
 Email: info@mtad.edu.au
 Website <http://www.mtad.edu.au/>

BSB51915 Diploma of Leadership and Management

BSBLDR501 Develop and use emotional intelligence	C
BSBMGT517 Manage operational plan	C
BSBLDR502 Lead and manage effective workplace relationships	C
BSBWOR502 Lead and manage team effectiveness	C
BSBWOR501 Manage personal work priorities and professional development	E
BSBR501 Manage risk	E
BSBHRM513 Manage workforce planning	E
BSBHRM506 Manage recruitment, selection and induction processes	E
BSBSUS501 Develop workplace policy and procedures for sustainability	E
BSBWHS501 Ensure a safe workplace	E
BSBADM502 Manage meetings	E
BSBCUS501 Manage quality customer service	E

Entry Requirements	<p>Enrolment of participants will be subject to meeting the following requirements:</p> <ul style="list-style-type: none"> • Must be 18 years of age or over; and • Successful completion of Year 12 or its equivalent <p>There are a range of alternate elective (E) Units of Competency (UOC) available that may be able to be substituted for the listed elective UOC above, but a determination will need to be made by the RTO as to whether they are within the capabilities of delivery and assessment by Medicus College. To review the electives as listed in the National Training Package, they are available at http://training.gov.au/Training/Details/BSB51915. Core (C) UOC cannot be changed.</p> <p>English Proficiency is required for International applicants: IELTS 5.5 or equivalent. All students will be required to sit for an Internal English Test to validate current levels.</p> <p>Note: Applicants identified with lower (than 5.5) English Proficiency levels will be required to enrol in a specialist English Language provider to upgrade their English prior to entry into a vocational course. All College programs will be delivered in English.</p>
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Outcome	<p>This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.</p> <p>Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.</p> <p>They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.</p>
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Training Locations	<p>The presentation and conduct of this training program requires theory and practical skills. To successfully provide this requirement the training and assessment will require a commercial location. Public transport is readily available and will be a student's responsibility.</p>
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For latest and updated information **PLEASE** refer to college website <http://mtad.edu.au/>

Assessment Only Information

Entry Requirements

There are no specific entry requirements for this program and it is targeted for international students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist aged care industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. You are expected to supply your own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework	
Duration and Conduct	Medicus College will implement the DET and DIBP approved course progress policy and procedures. This policy requires a student to maintain a 50% success rate per study period (one semester = two terms = 20 weeks). In addition to this requirement, attendance to the College facility will be recorded as well as LMS activity to ensure that student participation is sufficient so to not require intervention for outcome success. This program is 1200 plus nominal hours over a 40-academic week timeframe with a recommended minimum requirement of 80% minimum commitment per week plus homework and a self-study workload.
Tuition Fee	\$12,000.00
Commencement fees	\$6,000.00 Payment upon on registration and required before commencement.
Tuition Fee Payment	Medicus College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none">• Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;• Medicus College cannot require students to pay more than 50% of their tuition fees before they start the course;• A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.
Enrolment fee	\$300.00 – Non-refundable. Included in tuition fee.
Material Fees	\$300.00 – This is for required consumable products and issued textbooks. Additional to Tuition Fees.

Assessment

Medicus College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, question and answers, role plays, projects and portfolios of evidence. The portfolios may require forms, templates and resources produced individually and developed documents.

Course Conduct

A students' program is considered to have been completed with a successful determination of **COMPETENT** in 10 Units of Competency over a maximum period of 40 study weeks. The delivery method that will be available is face to face institution based and assisted by a technology based Learning Management System (LMS). A two (2) week additional period is made available, at the end of the scheduled program, for the submission of any outstanding assessments and any re assessment. For all successful UOC completed, but if the total is less than the entire qualification, it will be recognised by the issue of a Statement of Attainment. There will be scheduled breaks during the year for the application of intervention methods for affected student's and a recreation break for others; there is a programmed extended break during December/January of 6/7 weeks.

Recognition of Prior Learning (RPL) - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Medicus College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Medicus College promotes acknowledgment of 'non-traditional' forms of learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Medicus College.

It is proposed that at the commencement of training in 2018 the College will introduce an on-line LMS which will be made available to students and reduce the face to face participation from 20 hours per week to 15 hours (2 days per academic week). The LMS will record student participation to ensure the student Visa requirements are maintained.

Attendance Requirement

It is the strategy of Medicus College to record student participation by the use of a Progress Policy. This policy requires a student to maintain a 50% success rate per study period. In addition to this requirement, attendance to the College facility will be recorded as well as LMS activity to ensure that student participation is sufficient so not to require intervention for outcome success or Visa participation of 20 hours minimum per week for each programmed week.

Campus Location

Level 3, 11 London Circuit, Canberra ACT

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