

## BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT ( stage 1 )

|                 |                         |
|-----------------|-------------------------|
| Term Date       | 21/01/2019 - 31/03/2019 |
| Group           | L5S01                   |
| LOCATION        | Springvale Campus       |
| Public Holidays | 28 Jan, 11 March        |
| Trainer         | Sanam                   |



| Time                    | WEEK 01   | WEEK 02   | WEEK 03   | WEEK 04   | WEEK 05   | WEEK 06   | WEEK 07   | WEEK 08   | WEEK 09   | WEEK 10   |
|-------------------------|---|---|---|---|---|---|---|---|---|---|
| Date                    | 21/01/2019  | 28/01/2019  | 4/02/2019   | 11/02/2019  | 18/02/2019  | 25/02/2019  | 4/03/2019   | 11/03/2019  | 18/03/2019  | 25/03/2019  |
| Tuesday-Guided learning | BSBADM502   | BSBADM502   | BSBADM502   | BSBADM502   | BSBSUS501   | BSBSUS501   | BSBSUS501   | BSBSUS501   | BSBWHS501   | BSBWHS501   |
|                         | Manage meetings                                   | Manage meetings                                   | Manage meetings                                   | Manage meetings                                   | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Ensure a Safe Workplace                           | Ensure a Safe Workplace                           |
|                         | Directed Study                                    | Directed Study                                    | Directed Study                                    | Directed Study                                    | Directed Study  | Directed Study  | Directed Study  | Directed Study  | Directed Study                                    | Directed Study                                    |
|                         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) |
| Wednesday               | BSBADM502   | BSBADM502   | BSBADM502   | BSBADM502   | BSBSUS501   | BSBSUS501   | BSBSUS501   | BSBSUS501   | BSBWHS501   | BSBWHS501   |
|                         | Manage meetings                                   | Manage meetings                                   | Manage meetings                                   | Manage meetings                                   | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Ensure a Safe Workplace                           | Ensure a Safe Workplace                           |
|                         | Face to Face                                      | Face to Face                                      | Face to Face                                      | Face to Face                                      | Face to Face  | Face to Face  | Face to Face  | Face to Face  | Face to Face                                      | Face to Face                                      |
|                         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) |
| Friday                  | BSBADM502   | BSBADM502   | BSBADM502   | BSBADM502   | BSBSUS501   | BSBSUS501   | BSBSUS501   | BSBSUS501   | BSBWHS501   | BSBWHS501   |
|                         | Manage meetings                                   | Manage meetings                                   | Manage meetings                                   | Manage meetings                                   | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Develop workplace policy and procedure for sustainability | Ensure a Safe Workplace                           | Ensure a Safe Workplace                           |
|                         | Face to Face                                      | Face to Face                                      | Face to Face                                      | Face to Face                                      | Face to Face  | Face to Face  | Face to Face  | Face to Face  | Face to Face                                      | Face to Face                                      |
|                         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA)         | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) | 9:00am - 01:00 pm; 1:30pm to 5:30 pm (Room - TBA) |

| Units to be covered this term |   |            |            |
|-------------------------------|---|------------|------------|
| BSBMKG502                     | Manage meetings   | 80         | hrs        |
| BSBWHS501                     | Ensure a Safe Workplace                                   | 40         |            |
| BSBCOM603                     | Develop workplace policy and procedure for sustainability | 80         | hrs        |
|                               | <b>Total</b>  | <b>200</b> | <b>hrs</b> |

