



# BSB50420 Diploma of Leadership and Management

## Expression of Interest 2022

**To be completed and signed by the applicant and the applicant's manager.** Management support and commitment throughout the duration of the program is essential.

### Part A: Applicant's Personal Details

Surname:			
Given Names:			
Position Title:			
Department:			
Facility:		Cost Centre:	
Employee Number:		Telephone	
Length of Service in Current Position			
E-mail Address:			

### Application Details

**This Section Forms the Basis of Selection of Applications.**

Please provide details of management responsibilities undertaken in your current and/or recent positions (i.e. within the past three years). Management responsibilities may include management of staff and/or management of programs, portfolios or projects. If additional space is required, up to two additional pages may be added to this application.

**Please outline in the space below why you would like to participate in the Diploma of Leadership and Management.**

**How many staff do you manage/supervise?**

**What is your role in the recruitment of staff?**

**What is your role in conducting Performance Management reviews with your staff?**

**Are you responsible/involved in developing your service/business plan?**

**Do you oversee your service budget?**

**What is your involvement in the accreditation processes for your service and the organisation?**

**Do you undertake quality improvement projects in your service? What has been/is your role in quality improvement projects?**

**Do you supervise students?**

**Do you hold any Statements of Attainment that you wish to request a credit transfer for?  
If yes, please list and attach a copy of your Statement of Attainment with this EOI.**

Yes      No

Please indicate whether you have completed any of the management skills courses listed below:

Course Name	Completed (Yes/No)	Year Completed
BSBMGT502 Manage People Performance		
BSBHRM405 Support the Recruitment, Selection and Induction of Staff		
BSBPMG522 Undertake project work		
PSPGEN050 Manage Conflict and Grievance in the Workplace		
Conflict Resolution		
Accelerating Implementation Methodology (AIM)		

Please list any other leadership or management courses you have attended and the year attended.

## **Applicant Declaration**

I have read the Diploma of Leadership and Management program guide and have discussed this with my line manager. I can make the commitment required to complete all the program requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please attach your CV and your job description to this application.***

## Part B: Completed by Applicant's Line Manager

As the manager of the applicant, I fully support the staff member's participation in this program and the requirements of the program. I understand this program will require me to:

- Collaborate with the applicant to discuss his/her development needs and how these may be met through workplace projects/activities.
- Release the applicant to attend the workshops.
- Provide ongoing support to the applicant for the duration of the program.

Manager Surname:			
Given Names:			
Position Title:			
Department:		Cost Centre:	
Facility:		Telephone:	
E-mail Address:			
Manager Signature:	_____		Date: _____

### Checklist Prior to Submitting:

- Resume Attached
- Job Description
- Line Managers Endorsement and Signature
- Supporting Documents such as Completed Course Transcripts

### Please Return this Form to:

**Sue Marshall**

**Phone:** 9562 5924

**Email:** [Sue.Marshall@health.nsw.gov.au](mailto:Sue.Marshall@health.nsw.gov.au)

**Applications Close: 27/05/2022**