

# Meetings that matter



## **BSBADM502 Manage meetings**

Part of BSB51918 Diploma of Leadership and Management

Tuition fee for this unit: \$490

Tuition fee for this unit if enrolling in two/three units at same time: \$440

Do you find many meetings are a waste of time because no-one really knows the purpose or because they are so badly organised? Yet a meeting is an excellent way to share information or reach a decision. This unit skills you in how to conduct well organised meetings that will accomplish your goals.

### **Coverage**

#### **Prepare for meetings**

- Develop an agenda
- Notify participants
- Confirm meeting arrangements
- Despatch meeting papers

#### **Conduct meetings**

- Chair meetings
- Ensure meetings are focused and time efficient
- Ensure discussion and resolution of issues
- Brief minute-taker
- Stay within designated timeline

#### **Followup meetings**

- Check minutes
- Distribute and store minutes
- Report outcomes of meetings

### **Assessment**

Practical activities; Work reports; Work documents

Learner must be working in an organisational environment to be able to complete assessment tasks.

Vision Training Institute issues a statement of attainment on successful completion of assessment and this is recognised as contributing towards the full qualification.

# Accreditation

Participants who successfully complete the 12 units in the qualification receive BSB51918 Diploma of Leadership and Management, which is a nationally recognised qualification.

## Entry requirements

Learners must be in a role where they have some responsibility for work outcomes and supervising people. They may be coordinators, team leaders, supervisors or managers. Their work may be paid or voluntary.

## Career pathways

This qualification can lead to studies in Business at Degree level and may assist a learner with their management career path.

## Learning

The learning program is a combination of one-on-one coaching and practical workplace activities. Learners receive learning materials relevant to the units. The online environment may be used for extra coaching, communication and the submission of assessment.

## Assessment

Assessment methods are dependent on the nature of the unit of competency. There may be questions, interviews, structured activities, demonstrations, presentations, work reports and/or third party reports.

## Credit transfer and RPL

Units that are also contained in other qualifications will be recognised for credit transfer purposes in order to complete a full qualification. Learners may apply for recognition of prior learning.

## Duration

The full qualification can be completed in eight months and learners may take up to eighteen months to complete it. Enrolment is by unit and learners typically take 4 to 8 weeks to complete a unit.

## Learner Handbook

Full policies and procedures that apply to our programs are contained in the Learner Handbook. Please see our website for the most current copy.

## Fees

Tuition fees are quoted and charged per unit. The tuition fee must be paid prior to commencement of the unit. There are no other charges.

### Per unit enrolment

The tuition fee for a single unit is \$490. The cost of the full qualification is \$5,880, if completed by single unit enrolment.

### Multiple unit enrolment

If a learner enrolls in two or more units at the same time, the charge per unit is \$440. The maximum number of units a learner can enrol in at the same time is three. In this instance they would be charged \$1,320 (3 units @ \$440). At no time during study will the amount paid in advance be more than \$1,500.

## Cancellation and refunds

Each unit is a separate course. There is no refund of tuition fees once a learner receives course learning materials as the course is deemed to have commenced. This includes materials that have been accessed or downloaded electronically.



## How it works

- Enrol in up to three units
- Pay the tuition fee upon invoice
- Receive learning materials
- Schedule 'live time' with coach
- Complete learning activities
- Extra coach contact as needed
- Submit completed assessment
- Re-visit assessment if required
- Enrol in additional units

