

HOW TO APPLY

To apply for this course, please complete the application form online at stmarks.edu.au. You can also call us on 02 6272 6252.



*Online Learning:
your pace, your
schedule, your
natural learning
environment*

DIPLOMA OF

LEADERSHIP AND MANAGEMENT



DipLM brochure 1 SEP2018 edition

ABOUT ST MARK'S

St Mark's is a scholarly Christian theological community, serving Australian society since 1957.

It is Anglican in foundation and is home to students and lecturers from a range of backgrounds, cultures, countries and convictions, creating a rich and vibrant educational environment. St Mark's is passionate about the practical connection of theological principles to public and private life, while championing intellectual rigour in the pursuit of academic excellence.

St Mark's is a Registered Training Organisation providing nationally recognised vocational and educational training in Christian ministry and theology, counselling, chaplaincy, leadership and management, and professional supervision. Together with our partner Charles Sturt University (CSU), we also provide undergraduate and postgraduate courses through CSU's School of Theology.

FEES

Course cost: \$3,600

Students will be required to pay for each Module that they are enrolled in at the start of each semester. If you are completing the entire course, a 5% discount will apply if you pay for the full course prior to commencement.

Course progression and graduation is conditional upon timely payment of fees. St Mark's reserves the right to withdraw students who are in arrears.

ADMISSION

Please refer to the admission requirements listed on the other side. If English is not your first language, you may need to complete a language, literacy and numeracy (LLN) indicator test prior to enrolment.

You must be an Australian or New Zealand citizen, an Australian permanent resident, or hold a permanent humanitarian visa.

CONTACT INFORMATION

For student enquiries: 02 6272 6252

International: +612 6272 6252

Email: info@stmarks.edu.au

St Mark's website: www.stmarks.edu.au

Facebook: /StMarksNTC

Twitter: @StMarksNTC

Diploma of Leadership and Management
(10635NAT)



NATIONALLY RECOGNISED
TRAINING
RTO CODE 88072

 **St Mark's**
NATIONAL THEOLOGICAL CENTRE



Sound skills for solid servant leadership

St Mark's **Diploma of Leadership and Management (BSB51918)** is government-accredited and offers a broad range of leadership skills, equipping church ministers and leaders with the confidence, tools, and knowledge to survive and thrive in the increasingly demanding role of Church leadership.

The course offers a balance between elements of personal development and reflection, communication and relationship building, as well as practical skills such as financial management and marketing. This qualification will complement ministry training and theological studies, providing skills for developing and maintaining vibrant and diverse ministry teams, while also providing skills to support personal wellbeing in order to cope with the demands of leadership over the longer term.

Graduates may be eligible to pursue further training via the Advanced Diploma of Leadership and Management (BSB61015) or other Advanced Diploma qualifications. Graduates may also receive articulation into a related degree level course, including credit for one unit (8 points) in the CSU Master of Ministry articulated set (including Grad Cert and Grad Dip), or credit for four units (32 points) in the CSU Bachelor of Business.

COURSE DETAILS

For full course details, visit stmarks.edu.au

UNITS OF COMPETENCY

Competencies in this course are taught using a highly integrated approach within four Modules. All Modules, including units of competency covered in each, are outlined below.

1. EFFECTIVE COMMUNICATION

Learn to negotiate and present persuasively, share ideas, manage meetings and resolve relationship issues. Develop a practice of reflection on one's own emotional strengths and weaknesses, and similarly respond and support others in this practice.

- Develop and use emotional intelligence (BSBLDR511)
- Lead and manage effective working relationships (BSBLDR502)
- Communicate with influence (BSBLDR513)

2. MANAGING RISK AND SAFETY

Understand legal safety compliance requirements in relation to people and property, and implement responses to risks facing ministry or workplace situations. Understand and implement the requirements of safe ministry processes, including development of personal practice, to ensure own leadership and ministry actions supports safe communities.

- Ensure a safe workplace (BSBVVHS501)
- Manage risk (BSBRSK501)
- Reflect on and improve own professional practice (CHCPRP003)

3. PLANNING AND RESOURCING

Develop and implement operational and mission plans using a variety of information sources and consultation. Develop practical skills in marketing and financial management, and integrate sound governance into operational planning and processes.

- Manage operational plan (BSBMGT517)
- Implement and monitor marketing activities (BSBMKG514)
- Manage finances (BSBFIM601)

4. LEADING AND BUILDING TEAMS

Establish processes which encourage the development of individuals to facilitate team cohesion and collaborative ministry outcomes. Use effective communication skills to give feedback and develop others.

- Develop a workplace learning environment (BSBLED501)
- Lead and manage team effectiveness (BSBWOR502)
- Build and sustain an innovative work environment (BSBINN502)

MODE AND COURSE DURATION

This is a 2-year parttime course. The course is conducted online with an optional one-day classroom-based training session per Module in Canberra. Students will need access to an environment where they can undertake practical leadership exercises.

Students may enrol in a single Module or the full course.

ADMISSION REQUIREMENTS

Candidates for the Diploma of Leadership and Management need to:

- have achieved a level of education equal to or above Australian Year 10 certificate.
- have sufficient literacy skills to read and engage with complex material and other literature related to leadership and management.

Applicants also need to EITHER

- provide evidence they hold a current leadership role in their church or organisation, OR
- provide a letter of support from a church minister or other manager indicating agreement for practical leadership assessment activities to be undertaken in their church or other organisation.

The importance of good grounding in leadership

Leadership classes don't create leaders. That's the Spirit's job; the Spirit gifts and guides the individual and the church. Our course seeks to complement what's already there — your gifts, your heart, your will, your theological training — and provide a professional framework and the practical skills to round off what you already do so that the church and community you seek to serve can thrive from your works.

Our course will also keep you abreast with the latest industry standards so you can have the confidence of managing your ministry and team wisely, and providing a healthy and safe working environment that honours fair practice standards in Australia.

