

Level 3 Award in Leadership and Management

Credit Value

Minimum 4 credits Maximum 12 credits

Rules of combination

Minimum 4 credits, maximum 12 credits

Minimum two units

All units must be taken from Group 1

Total qualification time

40 hours

Structure

One hour induction

At least two hours tutorial support

All units must be taken from Group 1

1* Minimum two unit

Group 1

| Reference | Unit title | Level | CV* | GLH** | eWorkbook† |
|-----------|---|-------|-----|-------|------------|
| 8600-300 | Solving Problems and Making Decisions | 3 | 2 | 9 | |
| 8600-301 | Understanding Innovation and Change in an Organisation e | 3 | 2 | 9 | WB7 |
| 8600-302 | Planning Change in the Workplace e | 3 | 2 | 9 | WB7 |
| 8600-303 | Planning and Allocating Work | 3 | 2 | 9 | |
| 8600-304 | Writing for Business | 3 | 1 | 4 | |
| 8600-305 | Contributing to Innovation and Creativity in the Workplace | 3 | 2 | 9 | |
| 8600-306 | Understanding Customer Service Standards and Requirements | 3 | 2 | 7 | |
| 8600-307 | Giving Briefings and Making Presentations e | 3 | 2 | 4 | WB14 |
| 8600-308 | Understanding Leadership | 3 | 2 | 6 | |
| 8600-309 | Understand How to Establish an Effective Team | 3 | 1 | 5 | |
| 8600-310 | Understanding How to Motivate to Improve Performance | 3 | 2 | 9 | |
| 8600-311 | Developing Yourself and Others | 3 | 2 | 9 | |
| 8600-312 | Understanding Conflict Management in the Workplace e | 3 | 1 | 4 | WB6 |
| 8600-313 | Understanding Stress Management in the Workplace | 3 | 1 | 7 | |
| 8600-314 | Understanding Discipline in the Workplace | 3 | 1 | 5 | |
| 8600-315 | Understanding Recruitment and Selection of New Staff in the Workplace | 3 | 2 | 7 | |
| 8600-316 | Understanding the Induction of New Staff in the Workplace | 3 | 1 | 3 | |
| 8600-317 | Understanding Training and Coaching in the Workplace | 3 | 2 | 7 | |
| 8600-318 | Understanding Quality Management in the Workplace | 3 | 2 | 6 | |
| 8600-319 | Understanding Organising and Delegating in the Workplace | 3 | 1 | 4 | |
| 8600-320 | Managing Workplace Projects e | 3 | 2 | 7 | WB9 |
| 8600-321 | Understanding Health and Safety in the Workplace | 3 | 2 | 7 | |
| 8600-322 | Understand the Organisation and its Context | 3 | 2 | 7 | |
| 8600-323 | Understanding Performance Management e | 3 | 2 | 7 | WB3 |
| 8600-324 | Understanding Costs and Budgets in an Organisation e | 3 | 1 | 7 | WB10 |
| 8600-325 | Understanding How to Manage the Efficient Use of Materials and Equipment | 3 | 2 | 7 | |
| 8600-326 | Understanding the Communication Process in the Workplace | 3 | 2 | 7 | |
| 8600-327 | Understanding Negotiation and Networking in the Workplace e | 3 | 1 | 6 | WB13 |
| 8600-328 | Understand How to Lead Effective Meetings e | 3 | 2 | 4 | WB5 |
| 8600-329 | Understanding Workplace Information Systems | 3 | 1 | 6 | |
| 8600-330 | Understanding Marketing for Managers | 3 | 1 | 4 | |
| 8600-331 | Understanding Support Services Operations in an Organisation | 3 | 3 | 7 | |
| 8600-332 | Understanding Sustainability and Environmental Issues in an Organisation | 3 | 3 | 10 | |
| 8600-333 | Understanding Procurement and Supplier Management in the Workplace | 3 | 2 | 7 | |
| 8600-334 | Understanding and Developing Relationships in the Workplace | 3 | 2 | 8 | |
| 8600-335 | Understand How to Manage Contracts and Contractors in the Workplace | 3 | 2 | 8 | |
| 8600-336 | Understanding Incident Management and Disaster Recovery in the Workplace | 3 | 2 | 7 | |
| 8600-337 | Understanding Security Measures in the Workplace | 3 | 2 | 7 | |
| 8600-338 | Understanding How to Manage Remote Workers | 3 | 2 | 7 | |
| 8600-341 | Leading and Motivating a Team Effectively | 3 | 2 | 7 | |
| 8600-342 | Developing Own Leadership Capability Using Action Learning (Diploma only) | 3 | 10 | 30 | |
| 8600-343 | Understanding Mental Health in the Workplace | 3 | 2 | 5 | |
| 8600-359 | Understanding Good Practice in Coaching within an Organisational Context | 3 | 3 | 9 | |
| 8600-361 | Understanding Good Practice in Mentoring within an Organisational Context | 3 | 3 | 9 | |



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