

## Diploma of Leadership & Management BSB51915

<b>Date:</b>		WACOSS Member: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Name</b>			
<b>Organisation name</b>			
<b>Address</b>			
<b>Telephone number</b>		Mobile	
<b>Email address</b>			
<b>Applicant Position title</b>		<b>Duration in role</b>	
<b>Highest level of Education</b>		<b>Have you applied for grant funding?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, with who?</b>	Lotterywest <input type="checkbox"/> ASF <input type="checkbox"/>		

### Eligibility Criteria

To be eligible for this course you need to be working for a Social Service Organisation and be responsible for the following:

- Leading work teams with direct reports or leading project teams
- Planning, organising and monitoring the work of others
- Supervision of staff, including conducting performance appraisals or similar
- Authority to initiate and implement changes impacting your team
- Responsibility for supporting work teams and meeting organisational/business requirements
- Have identified work mentor

**Provide a brief description about your current leadership/management role within your organisation. Include things like the number of staff you manage, the programs you are responsible for etc.**

**Please describe how the course will benefit yourself, your organisation and the broader community.**

**Please describe why you want to complete this course and explain what skills and knowledge you are hoping to gain.**

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**Who has agreed to be your mentor during the course and why did you choose them?**

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Please provide details of who the invoice for payment should be made out to:

<b>Name</b>			
<b>Organisation or individuals name</b>			
<b>Address</b>			
<b>Telephone number</b>		<b>Mobile</b>	
<b>Email address</b>			

***Please attach your CV (no more than four A4 pages) to this application.***

**To be signed by the applicant:**

*I have read this document and wish to commit my time and focus to the completion of this training program.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**To be signed by the participant's line manager or supervisor**

*I have read this document and endorse this person's enrolment into the Diploma of Leadership & Management. I will ensure they have sufficient support in the workplace to complete this course.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

## Submission Checklist:

Please tick to indicate your understanding:

- I have read and meet the eligibility criteria
- I have completed the written submission
- I have attached my CV
- I am available on the dates the course is taking place
- I am aware that I will be required to complete project work outside my class contact time
- I have line management/management committee approval and support to participate
- I have identified a mentor for the course
- I understand the cancellation policy

## Lodging your application:

Applications need to be received no later than **5pm Wednesday 30 May 2018**. You can lodge your application in the following ways:

**Post:**

WACOSS  
Attn: Training  
City West Lotteries House  
2 Delhi Street  
West Perth WA 6005

**Email:**

Send complete application to  
[training@wacoss.org.au](mailto:training@wacoss.org.au)  
(save document as "your  
surnameMODAL15")

**Fax:**

Send complete application to  
(08) 9486 7966 marked  
"Attention: Training"

**Part Subsidised Places:**

If you are applying for a part subsidised place, you will need to complete this application form as well as apply for to either of the programs detailed below. **Links can be found on our website.** To improve your success rate, complete applications to both providers.

## Terms and Conditions:

### Payment

The Diploma of Leadership & Management costs \$5,500 for WACOSS members and \$6,800 for non-members. These prices are exclusive of GST.

Invoices are sent to the nominated person within 2 weeks of participants being selected and accepting their place in the program.

Payment must be made within 30 days of the invoice being received.

*N.B: If you have received a subsidy, you will be invoiced for any outstanding balance.*

### Cancellation Policy

Once an applicant accepts their place in the Diploma of Leadership and Management, the agency is liable to pay for their place. However, we understand that sometimes circumstances change and cancellations may be made.

If cancellation occurs the following applies:

- If WACOSS is notified at least 4 weeks prior to the course commencement date, no fee will be incurred.
- If WACOSS is notified less than 4 weeks prior, but more than 2 weeks prior to the delivery date, a 30% fee will be incurred\*.
- Less than 2 weeks prior to delivery date a 40% fee will be incurred\*
- If a participant withdraws within three months of course commencement a 50% cancellation fee will be incurred.
- In all other cases full course fees are incurred.

\*Consideration may be given to refunding the full course cost if a qualifying replacement applicant is supplied or extenuating circumstances occur. WACOSS would need to be notified of this in writing.