

# COURSE OUTLINE

## BSB51918 – Diploma of Leadership and Management



### DESCRIPTION

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### LICENSING/REGULATORY INFORMATION

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### ELIGIBILITY/ENTRY REQUIREMENTS

A pre-enrolment process to establish suitability to undertake the course and to determine support requirements will be conducted, which will include a Language, Literacy and Numeracy (LLN) assessment.

### DELIVERY DETAILS

LOCATION (S)	DURATION	STUDY MODE
Online	This program is delivered over a period of 12 months.	Delivery is online with weekly Zoom Tutorial

### 2020 FEES

Based on course nominal hours of 722 to 760 hours, approximate 2020 course fees will be:

- Full fees: between \$5429.44 to \$5715.20, payment plans available.

### ASSESSMENT

Assessments vary with each unit, Questioning, Project, Observation OR Supervisor report.

You will be provided with an assessment guide.

### RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

### RESOURCES

Students are provided with an Online COASSEMBLE Resource.

### STUDY AND CAREER PATHWAYS

Possible job titles relevant to this qualification include:

- Managers
- Leaders
- Team Leaders

## QUALIFICATION CONTENT

12 units must be completed:

- 4 core units *plus*
- 8 elective units, of which:
  - 4 elective units must be selected from Group A
  - up to 4 may be additional units from Group A or Group B
  - if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package
  - if not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

## CORE UNITS

Unit Code	Unit Title
BSBLDR502	Lead and manage effective workplace relationships
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage team effectiveness

## ELECTIVE UNITS

GROUP A	
Unit Code	Unit Title
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction of staff
BSBMGT502	Manage people performance
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBWHS521	Ensure a safe workplace for a work area
BSBWOR501	Manage personal work priorities and professional development
GROUP B	
Unit Code	Unit Title
BSBADM502	Manage meetings
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK520	Manage employee relations

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

## SUPPORT SERVICES

Karen Sheldon supplies support for students in many areas, including: Careers and Employment, Equal Opportunity, Discrimination and Harassment advice and Learner Support Services.

### CONTACT DETAILS

Karen Sheldon Training - Linda Manning

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