BSB51918 Diploma of Leadership and Management

COURSE OVERVIEW	
RTO Name	**Davies Institute Pty Ltd T/A Bella College Australia (Bella College)**
RTO Code	45014
Training package	**BSB Business Services Training Package**
Qualification	**BSB51918 Diploma of Leadership and Management**
CRICOS Course Code	0100312
Units of Competency	Total: 12 units (including 4 Core Units and 8 Elective Units)
Qualification details/ Course overview	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.
Job roles (examples)	Office Manager, Legal Practice Manager, Information Services Manager, Operations Manager, Business Development Manager, Warehouse Manager, Corporate Services Manager, Manager, Senior Manager (Public Sector), Public Sector Manager, Production Manager, Transport Manager, Business Manager, Distribution Centre Manager
Pathways into the qualification	No specific pathway, however Certificate IV in Leadership and Management or similar recommended **Leadership & Management** (II) **Certificate II** (III) **Certificate III** (IV) **Certificate IV** (D) **Diploma** (Ad) **Advanced Diploma** Certificate IV: Team Leader, Sales Team Coordinator, Leading Hand Diploma: Business Manager, Sales Team Manager, Human Resources Manager Advanced Diploma: Executive Manager or Director, Senior Executive, Manager, Human Resources (Strategy)
Pathways from the qualification	• BSB61015 Advanced Diploma of Leadership and Management or other Advanced Diploma qualifications.

Entry requirements	Though the training package does not stipulate any entry requirements, Bella College uses the following criteria for entry into this qualification:
	
	■ Domestic students
	    ○ Age 18+
	    ○ LLN test
	    ○ Completed high school, or equivalent (or 2-3 years' work experience)
	■ International students (if course offered in the future)

	o Age 18+
	o IELTS 5.5 or equivalent English proficiency
	o Completed high school, or equivalent
Qualification and recognition	Students who successfully complete this qualification will be awarded the nationally recognised BSB51918 Diploma of Leadership and Management

Program

This program requires the completion of 12 units of competency

Core Units

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

BSBCUS501 Manage quality customer service

BSBHRM405 Support the recruitment, selection and induction of staff

BSBMGT502 Manage people performance

BSBRSK501 Manage risk

BSBWOR501 Manage personal work priorities and professional development

BSBMKG609 Develop a marketing plan

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWHS605 Develop, implement and maintain WHS management systems

Electives may be changed at any stage.

Learning outcomes	▪ Lead and manage teams ▪ Manage people and performance ▪ Plan and develop marketing plans ▪ Manage human resources ▪ Manage risk within the business ▪ Manage customer service
Mode of delivery	• Classroom based
Program delivery Classroom based	**Delivery location: Level 1 Suite 1, 345 Ann St Brisbane QLD 4000** **Number of study weeks**: 40 **Holiday weeks**: Up to 12 weeks **Total duration**: 52 weeks

Number of hours per week: 20 hours

Class timetable: Classes may be held between 9am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables at the beginning of each term. See sample timetable below:

Sample timetable

7-week block	8:30-11:00am	11:15-1:15pm	1:45-3:45pm	4:00-pm-5:30pm
Monday (8 hours)	BSBLDR502 Lead and manage effective workplace relationships	BSBLDR502 Lead and manage effective workplace relationships	BSBLDR502 Lead and manage effective workplace relationships	BSBLDR502 Lead and manage effective workplace relationships
Tuesday (8 hours)	BSBLDR511 Develop and use emotional intelligence	BSBLDR511 Develop and use emotional intelligence	BSBLDR511 Develop and use emotional intelligence	BSBLDR511 Develop and use emotional intelligence
Wednesday (4 hours)	BSBLDR502 Lead and manage effective workplace relationships	BSBLDR511 Develop and use emotional intelligence		

Teaching/learning resources	Students will have access to the following course materials: 1. Study Guides 2. Assessment packs 3. Power-point presentations 4. Online course content 5. Computers 6. Internet access 7. Links to external resources 8. Overhead projectors
Assessment methods	**Assessments/ Evidence-gathering techniques <u>may</u> include:** A. Role Play / Video recordings/ Presentation / Discussion Forums B. Oral – Questioning C. Case study D. Written assessments / Report / Essay / Research / Group Project Domestic students may be required to submit video presentations to authenticate some of their assessments and they may also be required to participate in an oral interview at their course end of the course if attendance has been limited in class. Bella College does not use any third party services for the delivery and assessment of its

	courses.
Nominal hours	800 hours
Recognition of Prior Learning/ Credit Transfer	Students may apply for Recognition of Prior Learning (RPL) for this qualification. RPL is the process of formal recognition for skills and knowledge gained through previous learning such as:
	• Life experiences
	• Previous formal learning
	• Employment
	• Recreational or personal interests
	Students will be required to submit a detailed RPL Form that can be obtained from the Administration Office.
	Students may also apply for Credit Transfer, if they have previously completed the equivalent units at another Registered Training Organisation (RTO). All Australian Qualification Framework (AQF) Qualifications and Statements of Attainment issued by other RTOs will be fully recognised by BCA unless prevented by licensing or regulatory requirements.
	Visa Implications for International Students
	Students are advised that the grant of RPL/Credit Transfer may result in a shortening of their enrolment duration and may impact on their student visa.
	For international students studying in Australia, when the granting of RPL/ course credit leads to a shortening of the student's course, the College will:
	• in cases where RPL/ course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by RPL/ course credit) in the confirmation of enrolment issued for that student for that course, or
	• in cases where RPL/ course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act. In these circumstances, a new confirmation of enrolment will be issued.
Term Dates	Please refer to Bella College Term Dates
Fees	Please refer to Fee Schedule