



BSB50420 Diploma of Leadership and Management



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

There are no specific entry requirements for this program, and it is targeted for domestic, corporate and industries for students wishing to obtain higher degree qualifications. The development of the program was with a consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Business industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. You are expected to supply your own device such as a laptop, notebook or Ipad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs. As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The course is a pack of 12 units of competence with 6 core units and 6 elective units. This course has been designed to suit the needs of those who wish to complete Leadership and Management and work within the Business sector as Supervisor or Manager.

Units of Competency

Course Units		
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBOPS502	Manage business operational plans	Core
BSBTWK502	Manage team effectiveness	Core
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBOPS505	Manage organisational customer service	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTWK503	Manage meetings	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBLDR522	Manage people performance	Elective

Duration

- The training program will be a period of 65 weeks.
- A student will be offered the entire 12 UOC prior to exit or a component of a qualification dependent on their enrolment requests

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.



Total Course Fee

Full Cost : \$5,250.00

RPL Cost : \$1,800.00

RPL Assessment Fee : \$150.00

(Assessment fee for initial review)

Certification

All assessments must be completed successfully for the issue of a certificate for BSB50420 Diploma of Leadership and Management with a stream of either management, human resources or marketing. Completion of less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.

Enrolment Fee Payment

Career Development and Training collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can pay via instalments;
- A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.

Policies and Procedures

Assessment

CDT will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include a combination of various styles of assessments to be completed in-class or online via moodle. You can study by distance.

Recognition of Prior Learning (RPL) – is offered for more information – refer to website www.cd.edu.au

Assessment

Where a student fails one (1) or more assessment methods within a single Unit of Competency (UOC), they are to be re-assessed once, free of charge, and this must be completed within the immediate operational term or as soon as possible following that term, as per Career Development and Training's re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for reassessment, with the provision, that they must be charged a fee for each opportunity within the immediately following term or as soon as possible following that term. Refer to policies and procedures in Student Handbook on website: www.cd.edu.au

Level 3, 84-86 Mary Street, Surry Hills, NSW, AUSTRALIA 2010

Email: info@cd.edu.au **Website:** www.cd.edu.au