



## BSB51915 Diploma of Leadership and Management

**Location:** Melbourne

**Duration:** 52 Weeks

**Hours:** 20 hours per week

**Delivery Mode:** Face-to-face

**Fees:**

Enrolment - AUD \$200

Equipment & Materials Fee :

AUD \$200

Tuition Fee - AUD \$6,300

### Course 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.

### Pathways Information

#### Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB40212 Certificate IV in Business or other relevant qualification or
- with vocational marketing experience but new to the role of marketing team leader, supervisor or manager and without formal marketing qualifications or
- With vocational marketing experience in marketing team leader, supervision or management, seeking to consolidate skills and knowledge in managing the marketing function in an organisation but without formal marketing qualifications.

#### Pathways from the qualification

After completing BSB51915 – Diploma of Leadership and Management, individuals could progress to Advanced Diploma level

### Schedule

- This program scheduled to be delivered over 48 weeks of full time study – 20 hours per week of scheduled class time each week. Total breaks are 4 weeks (mid-term) - which takes into account Public holiday periods such as Christmas & Easter and School holiday breaks.
- This will be delivered by the following scheduling option:
  - 2 days at 8 hours, 1 day at 4 hours
  - The other days of the week may be used for private study time and extra tuition, if required.
  - This would make the program a total of 52 weeks including 4 weeks holidays throughout the year.

### Delivery Arrangements

This program is delivered in a classroom based environment. The trainer may provide additional learning material where gaps are identified in either the participant's underpinning knowledge or the training resources.

## Entry Requirements

The entry requirements for this qualification are:

- successful completion of Year 12 in Australia, or of an equivalent overseas qualification
- IELTS 5.5 or equivalent
- successful completion of HIC's language, literacy and numeracy assessment
- ability to demonstrate core skills and capabilities to a level appropriate to the course.

HIC does not accept students who will be under 18 years old at the time of enrolment.

At the time of entry, applicants identified with special needs will be provided with complimentary tutorial assistance to maximise the possibility of attainment of the qualification.

Special needs may be in regard to

- language, literacy or numeracy
- physical or intellectual ability
- cultural or ethnic background
- Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

## Complaints and Appeals

HIC encourages the parties to approach a complaint with an open view and to attempt to resolve problems through discussion and conciliation.

To receive your full qualification, you must get marked Competent for all units.

## RPL/Credit Transfer:

RPL/CT is available to eligible candidates

## Units of Competency

Unit Code	Unit Name
<i>Core:</i>	
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR501	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
<i>Elective:</i>	
BSBCUS501	Manage quality customer service
BSBMGT516	Facilitate continuous improvement
BSBMGT502	Manage People Performance
BSBFIM501	Manage budgets and financial plans
BSBWHS501	Ensure a safe workplace
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBADM502	Manage meetings

## Duration

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## Issuance of Qualification/Statements of attainment

Students who exit the training program before completing all of the assessment requirements for the qualification will be issued with a Statement of Attainment for all units upon providing valid Unique Student Identifier (USI number) in which competency was assessed as achieved.

All graduates who have completed a program of learning that leads to the award of an AQF qualification are entitled to receive the following certification documentation on award of the qualification:

- a *testamur*, and a record of results.

HARWARD INTERNATIONAL COLLEGE

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