

## BSB51915 Diploma of Leadership and Management

*This training is subsidised by the NSW Government*

### Qualification: Diploma (NRT)

*Training Package: BSB Business Services*

**Delivery:** Flexible delivery (including workplace delivery, group workshops or distance delivery) **or** RPL Assessment. Group workshops will be customised for each organisation (minimum 6 per group).

**Cost:** Student Fee will be calculated on registration/enrolment according to the Government Smart and Skilled funding calculation as follows:

- If it is your first qualification post School – estimated fee is \$2,530
- If it is your second or further qualification post School – estimated fee is \$2,850
- If you are eligible for Smart and Skilled training and you are an Aboriginal or Torres Strait Islander student, a student with a disability or an Australian Government welfare recipient, you and your dependants may be eligible for a fee exemption or concession when enrolling in a Smart and Skilled course.
- Fee Adjustments are made to fees for part qualifications, recognition of prior learning and credit transfer. For further information on RPL and Credit Transfer click on the following link:  
<https://smartandskilled.nsw.gov.au/for-students/recognising-skills>

When you enrol we will confirm your eligibility for an exemption or concession.

A Payment plan can be provided on application for enrolment.

**Further information** regarding eligibility and fees is available at the following link

<https://smartandskilled.nsw.gov.au/for-students> or contact us on **1300 780 477**

**Recommended Duration:** minimum 12 months







**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 individual s and teams to meet organisational or enterprise requirements.

There is growing recognition across Australian industry and organisations of the need to enhance the quality of our business leaders and managers.

If you are in a management role or seeking to work in a position which involves managing the work of others, you will find our study material invaluable, relevant and practical. Our Academy teachers have many years of experience in management and teaching and will support and mentor you throughout your course.

## BSB51915 Diploma of Leadership and Management cont'd

### Career Opportunities/Vocational Outcomes:

- |  |  |
|--|--|
|  Human Resources Manager      |  Team Leader        |
|  Small Business Owner/Manager |  Office Manager     |
|  Department Manager           |  Operations Manager |

**Articulation:** On completion of this course you would be able to consider higher qualifications in this Training Package such as BSB61015 Advanced Diploma of Leadership and Management, BSB80315 Graduate Certificate in Leadership Diversity, BSB80215 Graduate Diploma of Strategic Leadership or qualifications in the higher education sector.

*Note: this RTO may not offer all qualifications listed in the above possible pathways.*

**Entry Requirements:** There are no entry requirements for this qualification, however vocational experience in your chosen industry would be preferable. It would also be desirable for you to be in a leadership position or aspiring to obtain a leadership/management role.

### Core Units:

- BSBLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

### Elective Units:

- BSBWOR501 Manage personal work priorities and professional development
- BSBADM502 Manage meetings
- BSBMGT502 Manage people performance
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBLDR503 Communicate with influence
- BSBMGT516 Facilitate continuous improvement
- BSBCUS501 Manage quality customer service
- BSBRISK501 Manage risk
- BSBPMG522 Undertake project work

**Recognition of Prior Learning (RPL):** RPL is an assessment of a candidate's existing skills and knowledge. Candidates often undertake RPL to advance their careers through gaining national certification and possibly save money and time in the process. Every RTO must offer RPL but not all RTOs offer the same high level of personal service as the team at ITTA. Our pledge at ITTA is to provide personal support and the highest levels of customer service to assist our clients to succeed in their RPL application *but without compromise of quality or assessment rigor.*

If you are in a Management role which involves managing the work of others and you wish to have your skills and knowledge recognised to gain a management qualification, you will find our Recognition of Prior Learning (RPL) assessment process streamlined, helpful and practical. You will be provided with individual support throughout the RPL process.

## BSB51915 Diploma of Leadership and Management cont'd

**Assessment:** You will be required to provide current quality evidence of your competency against the relevant units. Assessment tasks for each unit could include the following assessment types: workplace scenarios, projects, written reports, research and written questions.

You will need access to a computer, appropriate software programs to complete your assessment tasks and/or compile your portfolio of evidence, relevant workplace documents relating to management skills. A high level of language, literacy and communication skills is required to: demonstrate effective communication with business contacts, obtain feedback from colleagues and clients, participate in professional networks and associations, conduct research and produce written reports.

**Results:** Your results will be reported as Competent or Not Competent. If more evidence is required to achieve competency your result will be recorded as MER (more evidence required) until sufficient evidence has been provided to determine competency.

**Reasonable Adjustment:** If you have any special needs that may prevent you from successfully completing your assessment tasks, please discuss with your Teacher. Every effort will be taken to provide support where required.

ITTA

TEACHER TRAINING  
ACADEMY AUSTRALIA