BSB51915 Diploma of Leadership and Management

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.

Entry Requirements

There are no entry requirements for this qualification, however students will require adequate Language, Literacy and Numeracy skills to be able to read and understand Codes of Practice, Procedures and similar documents, explain the meaning of the concepts contained within this level of documentation and be able to use numeracy skills to conduct mid-level calculations and work within mathematical formulae and concepts.

Duration and Study Options

Candidates undertaking this process/course will have up to 24 months (2 years) for completion using one of the following study options – Normal completion time is within 12 months (1 year):

- **Face to Face Learning** allows participants to attend two (2) five (5) day face to face training workshops covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 24 months (2 years) from the first day of the workshop.
- **The 1 on 1 coaching model** allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertakes coaching with practical requirements being completed no later than 24 months (2 years) from commencement.
- **Distance education** gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 24 months (2 years) from commencement. This option is available via our ELearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment. Participants will also be required to undertake negotiated practical assessments.
- **Recognition of Prior Learning (RPL)** may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks and demonstration of practical competence.

Learning Outcomes

The Diploma of Leadership and Management provides participants with the knowledge and skills to:

- Manage safety and risk within the workplace;
- Develop and manage workplace projects;
- Assist in identifying workforce planning needs for the organisation;
• Develop and monitor implementation of the operational plan to manage profitability and productivity in relation to sales, forecasting and budgeting;
• Identify team learning needs and maintain team effectiveness; and
• Manage the organisations knowledge management systems and provide input on continuous improvement
• Graduates may be eligible for membership of the Australian Institute of Management www.aim.com


Total number of units = 12

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
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
Group A
BSBCUS501 Manage quality customer service
BSBFIM501 Manage budgets and financial plans
BSBHHRM405 Support the recruitment, selection and induction staff
BSBINN502 Build and sustain an innovative work environment
BSBIPR501 Manage intellectual property to protect and grow business
BSBLDR503 Communicate with influence
BSBLDR504 Implement diversity in the workplace
BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBMGT518 Develop organisation policy
BSBMGT519 Incorporate digital solutions into plans and practices
BSBMGT520 Plan and manage the flexible workforce
BSBPMG522 Undertake project work
BSBRSK501 Manage risk
BSBWHS501 Ensure a safe workplace
BSBWOR501 Manage personal work priorities and professional development

Group B
BSBADM502 Manage meetings
BSBCOM503 Develop processes for the management of breaches in compliance requirements
BSBFRA502 Manage a franchise operation
BSBHRM511 Manage expatriate staff
BSBHRM512 Develop and manage performance-management processes
BSBHRM513 Manage workforce planning
BSBINM501 Manage an information or knowledge management system
BSBINN501 Establish systems that support innovation
BSBLED501 Develop a workplace learning environment
BSBMGT521 Plan, implement and review a quality assurance program
BSBMKG507 Interpret market trends and developments
BSBMKG512 Forecast international market and business needs
BSBREL502 Build international business networks
BSBSLS501 Develop a sales plan
BSBSLS502 Lead and manage a sales team
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWRK510 Manage employee relations

Nominal Hours: 400 to 500 hours

Fees (Retail)
Recognition of Prior Learning (RPL) – $1,549.00 (GST Free)
E-Learning or Distance Learning $1,800.00 (GST Free) – includes resources and materials
Face to Face or 1 on 1 coaching option $3,379.00 (GST Free) – includes resources and materials

Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

*MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.*