

# BSB51918 Diploma of Leadership and Management

## Student Course Guide

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| <b>Course Code:</b>                                      | <b>BSB51918</b>  |
| <b>Course Name:</b>                                      | <b>Diploma of Leadership and Management</b>  |
| <b>Course Type:</b>                                      | Accredited VET course  |
| <b>Course Level:</b>                                     | AQF level 5  |
| <b>Course Location:</b>                                  | Level 1, 150-154 A'Beckett Street, Melbourne, VIC 3000   |
| <b>Course Duration:</b>                                  | Fulltime: 52 weeks @ 20 hours per week<br>47 weeks class delivery<br>5 weeks Holiday   |
| <b>Enquiries</b>   | Phone: 93299430<br>Email: <a href="mailto:info@dellainternational.edu.au">info@dellainternational.edu.au</a>   |
| <b>Course Overview</b>                                   | <p>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.</p> <p>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.</p> <p>They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.</p> <p>Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical Leadership and Management and undertake exercise and assessments, many of which will be in a simulated work environment.</p> <p>Total number of units = 12<br/>4 core units<br/>8 elective units</p> |
| <b>Credit Transfer and Recognition of Prior Learning</b> | <p>Della International College offers Recognition of Prior Learning (RPL) and Course Credit to students through the enrolment process.</p> <p>Della International College recognises qualifications issued by other RTOs.</p> <p>Please consult with the Campus/Compliance Manager for further information if you are unsure if either of these apply to you.</p>  |
| <b>COVID-19 provisions</b>                               | <p>Due to the global COVID-19 pandemic, provisions are in place to ensure the qualification maintains necessary regulatory requirements.</p> <p>Students are informed in advance on how COVID-19 restrictions may affect their mode of study and learning procedures.</p> <p>In the event that there are lockdown measures in place and face-to-face delivery is not possible, students will be delivered online theoretical learning. Students are required to have computer and internet access at all times during their course.</p> <p>All student support services will be available to students, including the Academic Learning Support Officer via email, chat and one-on-one Zoom meetings where required.</p>  |
| <b>Sequence of Delivery and</b>                          | This program will be delivered over 52 weeks.  |

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| Assessment/<br>Course Structure               |                      | Delivery Weekly Hours   |  |                |                    |                         |
|---|----------------------|---|--|----------------|--------------------|-------------------------|
|   |                      | Each week, students will attend 20 hours of face-to-face/online training and assessment.  |  |                |                    |                         |
| Order   | Duration<br>in weeks | Core/Elective   | Unit Code and Title  | Total<br>hours | Delivery Hours     |                         |
|   |                      |   |  |                | Classroom<br>Hours | Self-<br>Study<br>Hours |
| 1   | 4                    | Elective  | BSBWHS521 Ensure a safe workplace for a work area                      | 102            | 80                 | 22                      |
| 2   | 4                    | Elective  | BSBHRM405 Support the recruitment, selection and induction staff       | 102            | 80                 | 22                      |
| 3   | 4                    | Elective  | BSBWOR501 Manage personal work priorities and professional development | 102            | 80                 | 22                      |
| 4   | 4                    | Core  | BSBLDR511 Develop and use emotional intelligence                       | 102            | 80                 | 22                      |
| 5   | 4                    | Elective  | BSBLED501 Develop a workplace learning environment                     | 102            | 80                 | 22                      |
| 6   | 4                    | Elective  | BSBFIM501 Manage budgets and financial plans                           | 102            | 80                 | 22                      |
| 7   | 4                    | Elective  | BSBADM506 Manage business document design and development              | 102            | 80                 | 22                      |
| 8   | 4                    | Core  | BSBLDR502 Lead and manage effective workplace relationships            | 102            | 80                 | 22                      |
| 9   | 4.5                  | Core  | BSBMGT517 Manage operational plan                                      | 115            | 90                 | 25                      |
| 10  | 4                    | Core  | BSBWOR502 Lead and manage team effectiveness                           | 102            | 80                 | 22                      |
| 11  | 3.5                  | Elective  | BSBCUS501 Manage quality customer service                              | 90             | 70                 | 20                      |
| 12  | 3                    | Elective  | BSBADM502 Manage meetings  | 77             | 60                 | 17                      |
|   |                      |   |  | <b>1200</b>    | <b>940</b>         | <b>260</b>              |
| <b>Total</b>                                  | <b>47 weeks</b>      | <b>Total face to face and self-study hours</b>  |  | <b>1200</b>    |                    |                         |
| <b>Pre-requisites</b>                         |                      | BSB51918 Diploma of Leadership and Management does not contain units that are pre-requisites to other units.                                      |  |                |                    |                         |
| <b>Qualifications and Recognition Outcome</b> |                      | Upon successful completion of the course requirements, the student will be awarded a BSB51918 Diploma of Leadership and Management qualification. |  |                |                    |                         |
| <b>Assessment</b>                             |                      | Participants will be advised of the assessment requirements at the beginning of each unit.  |  |                |                    |                         |

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|  | <p>Assessment is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.</p> <p>Assessment is carried out in accordance with the:</p> <ul style="list-style-type: none"> <li>● benchmarks for assessment</li> <li>● specific industry requirements</li> <li>● principles of assessment</li> <li>● rules of evidence</li> </ul>   |
| <p><b>Pathways</b></p>                                 | <p>The following summary provides examples of common qualification pathways within the industry, but it is recognised that typical career paths are not always linear. The business qualifications are flexible to meet a range of job outcomes and to support a wide range of career paths. They allow for various entry options, including direct entry at all qualification levels, and enable significant credit transfer between qualifications.</p> <p><b>Preferred Training Pathways into BSB51918 – Diploma of Leadership and Management</b></p> <ul style="list-style-type: none"> <li>➤ BSB40215 - Certificate IV in Business or other relevant qualification, or</li> <li>➤ with vocational experience assisting in a range of environments in senior support roles but without a qualification (such as Administrator or Project Officer)</li> </ul> <p><b>Training Pathway from BSB51918 – Diploma of Leadership and Management</b><br/>Further training pathways from this qualification may lead BSB61015 (Advanced Diploma of Leadership and Management), or a range of other Advanced Diploma level qualifications</p> <p><b>Employment Pathway</b><br/>The BSB51918 Diploma of Leadership and Management is intended to prepare students or recognise and develop existing workers who are performing a range of management or specialist roles in a Leadership and Management environment.</p> <p>This qualification is transferrable across many industries, as it teaches transferrable Leadership and Management skills.</p> <p>Employment outcomes targeted by this qualification include:</p> <ul style="list-style-type: none"> <li>➤ Manager            Executive Officer</li> <li>➤ Supervisor        Senior Supervisor</li> </ul> <p>Students are provided with advice on career development and training options throughout the delivery of the program.</p> |
| <p><b>Determining Suitability Assessment (DSA)</b></p> | <p>To ensure an appropriate learning opportunity, participants would need to demonstrate a capacity to undertake study at Diploma level, this can be demonstrated via the following:</p> <ul style="list-style-type: none"> <li>● Achieve a minimum of 80% in Della International College’s DSA.</li> <li>● Applicants must also be aged 18 years or above.</li> </ul> <p>Additional entry requirements for International Students:</p> <p>Individuals entering the program as an international student will be required to meet the following additional entry requirements:</p> <ul style="list-style-type: none"> <li>● Successful completion of Year 11 or the equivalent level of study; and</li> </ul>  |

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|                             | <ul style="list-style-type: none"> <li>• Minimum English level of IELTS 5.5 (or equivalent) or</li> <li>• Achieve intermediate-level English on Della International College's Internal English Placement Test</li> </ul> <p>Where an individual does not meet either the minimum required 80% in the DSA, a 5.5 in IELTS (or equivalent test) or intermediate-level English on DIC's internal English Placement Test, the individual will be recommended to undertake an ELICOS course either within Della International or at a provider of their choosing.</p> <p>The individual is also advised that once they have completed additional English studies they will be required to re-apply.</p> |
| <b>Medical Issues</b>       | <p>Upon enrolling into Della International College, we request that you disclose if you have any medical conditions as there may be contraindications to the course you wish to enrol into. Should you have a medical condition, you will be asked to provide Della International College with a certificate of capacity from your Doctor, clearing you and allowing you to participate in classes. Della International College may be able to accommodate your needs.</p>   |
| <b>Policy and procedure</b> | <p>Upon enrolment and on your first day of class you will be provided with an orientation of the course and how it is structured. You will also be given a Student Handbook which outlines and covers all of Della International College's policies and procedures; inclusive but not limited to: Privacy policy, Complaints, Appeals, Withdrawals and other processes. For all forms relating to studying at Della International College, please refer to our website. <a href="http://www.dellainternational.edu.au">www.dellainternational.edu.au</a> or email <a href="mailto:info@dellainternational.edu.au">info@dellainternational.edu.au</a>.</p>  |