DELLA INTERNATIONAL COLLEGE
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Diploma of
Leadership and Management
Della International College Pty Ltd.

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BSB50420 - Diploma of Leadership and Management

Student Course Guide

Course Code:	**BSB50420**
Course Name:	**Diploma of Leadership and Management**
Course Type:	Accredited
Course Level:	Diploma
Course Location:	Level 1, 150 - 154 A' Beckett Street, Melbourne, VIC 3000
Course Duration:	Fulltime: 52 weeks @ 20 hours per week 47 weeks class delivery 5 weeks Holiday
Enquiries	Phone: +61 3 93299430 Email: info@dellainternational.edu.au
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. Total number of units = 12 6 core units 6 elective units
Credit Transfer and Recognition of Prior learning	Della International College offers Recognition of Prior Learning (RPL) and Course Credit to students through the enrolment process. Della International College recognises qualifications issued by other RTOs. Please consult with the Compliance Manager for further information if you are unsure if either of these apply to you.
Sequence of Delivery and Assessment/ Course Structure	This program will be delivered over 52 weeks (including holidays). **Delivery Weekly Hours** The face-to-face delivery of this qualification will combine theory in classrooms and practical training in a simulated environment. Each week, students will attend 20 hours of face-to-face/online training and assessment.

Duration		Unit Code and Title	Pre-Requisite	Supersedes and is equivalent to	Delivery mode			
Weeks	Sessions				Online/ Face to Face	Assessment	Unsupervised activities	Total Hours
4	20	**BSBCMM511** Communicate with influence	n/a	BSBLDR513 BSBCMM402* BSBGOV404*	60	20	20	100

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4	20	**BSBCRT511** Develop critical thinking in others	n/a	BSBCRT502	60	20	20	100
4	20	**BSBLDR523** Lead and manage effective workplace relationships	n/a	BSBLDR502	60	20	20	100
4	20	**BSBOPS502** Manage business operational plans	n/a	BSBMGT517	60	20	20	100
4	20	**BSBPEF502** Develop and use emotional intelligence	n/a	BSBLDR511	60	20	20	100
4	20	**BSBTWK502** Manage team effectiveness	n/a	BSBWOR502 BSBMGT520* BSBWRK409 *	60	20	20	100
Electives								
4	20	**BSBSUS511** Develop workplace policies and procedures for sustainability	n/a	BSBSUS501	60	20	20	100
4	20	**BSBFIN501** Manage Budgets and Financial Plans	n/a	BSBFIM501 BSBGOV403*	60	20	30	110
4	20	**BSBOPS501** Manage business resources	n/a	BSBMGT622 BSBCUE608* BSBCUE607* BSBCUE502* BSBCUE406* BSBADM506*	60	20	30	110
4	20	**BSBOPS504** Manage business risk	n/a	BSBRSK501	60	20	20	100
3	15	**BSBTWK503** Manage Meetings	n/a	BSBADM502	40	20	20	80
4	20	**BSBPEF501** Manage Personal and Professional Development	n/a	BSBLED503* BSBWOR501*	60	20	20	100
47	**235**	**Total Qualification Hours** **940 hours face to face and 1200 with unsupervised activities**			**700**	**240**	**260**	**1200**

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Qualifications and Recognition Outcome	Upon successful completion of the course requirements, the student will be awarded a BSB50420 Diploma of Leadership and Management qualification.
Assessment	Participants will be advised of the assessment requirements at the beginning of each unit. 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. Assessment is carried out in accordance with the: • benchmarks for assessment • specific industry requirements • principles of assessment • rules of evidence Assessment will usually commence in the session following delivery and it may take considerable time to complete both the theory and/or practical requirements. As this is a competency-based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. Formative assessment is provided throughout the course. This is achieved through a range of activities and assessments throughout the training program. These tasks are separate to the summative assessment process that concludes each unit of competency The assessment process may include theory, projects and practical assessments. Each unit has an individual assessment tool and mapping document which establishes the details assessment methodology including: • Outlining the assessment methods • Providing instructions for the assessor • Providing instructions for the students • Being mapped to the unit of competency through a separate mapping document • Ensuring assessment is summative Assessment is based on realistic workplace scenarios and simulations as students; • May not be in suitable employment or • May be working in workplaces or work situations that do not use or allow the application of the competency required.

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Pathways	*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.* **Preferred Training Pathways into BSB50420 – Diploma of Leadership and Management** ➢ BSB40120 - Certificate IV in Business or other relevant qualification, or ➢ with vocational experience assisting in a range of environments in senior support roles but without a qualification (such as Administrator or Project Officer) **Training Pathway from BSB50420 – Diploma of Leadership and Management** Further training pathways from this qualification may lead BSB60420 (Advanced Diploma of Leadership and Management), or a range of other Advanced Diploma level qualifications **Employment Pathway** The BSB50420 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. This qualification is transferable across many industries, as it teaches transferable Leadership and Management skills. Employment outcomes targeted by this qualification include: ➢ Manager Executive Officer ➢ Supervisor Senior Supervisor Participants are provided with advice on career development and training options throughout the delivery of the program.
Determining Suitability Assessment	**Pre-Training Review:** The Pre-training Review is to be conducted within the Determining Suitability Review. It will consist of a self-assessment and series of questions that are relevant to identify the prospective student's current academic and professional skills and knowledge. The pre-training review is conducted as a means of determining the appropriateness of the chosen qualification, any prior knowledge in the field and if it is a suitable training option in which the student chooses to study. Upon completion, the pre-training information is assessed and the outcomes recorded in the Determining Suitability Review. Suggestions are recorded and transferred to the trainer on the training plan.

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Language, Literacy and Numeracy Assessment

Included in the Determining Suitability Assessment is the Language, Literacy and Numeracy (LLN) test. Students will be required to complete the LLN test to determine their level to be able to complete the course or be offered additional support prior to entry into a course.

For direct entry into the Diploma of Leadership and Management ***without*** additional support, the student must achieve a minimum of 85% and 90% in DIC's DSA.

For direct entry into the Diploma of Leadership and Management ***with*** additional support, the student must achieve a minimum of 75%-85% in DIC's DSA.

Where an individual does not meet either the minimum required 75% in the DSA or a 5.5 (or equivalent in IELTS) the individual will be recommended to undertake an ELICOS course either within DIC or at a provider of their choosing.

The individual is also advised that once they have completed additional English studies, they will be required to re-apply.

Della International College will not enrol an eligible individual where the qualification is at an inappropriate level for that student. In the event that minor gaps* are identified, Della International College will provide the student with support services to enable them to undertake the qualification.

**minor gaps refer to forms of reasonable adjustment that will not compromise the qualification requirements.*

Upon completion of the Determining Suitability Assessment, the authorised delegate is to provide feedback to the student regarding the suitability of the qualification to the student's needs and indicate if any support services are required prior to application. This information can be placed on the last page of the training plan in the allocated space.

Learning Style Assessment

The Learning Style assessment is designed to assess the prospective students learning style and what should be considered in;

- How they learn
- How they study and
- How they should be assessed.

The purpose of this assessment is to ensure that the way in which the prospective course is to be delivered is suitable to the student's needs.

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	Upon completing all areas, the assessment is tallied and the outcomes are recorded in the Determining Suitability Review, suggestion are recorded and transferred to the trainer on the training plan.
Medical Issues	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.
Policy and procedure	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 Collee, please refer to our website. www.dellainternational.edu.au or email info@dellainternational.edu.au.

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Melbourne CBD

Level 1, 150 - 154 A'Beckett Street
Melbourne, Victoria 3000
+61 3 9329 9430
+61 3 9329 4689
info@dellainternational.edu.au

Sunshine Campus

Unit 4, 149 Anderson Road,
Sunshine, Victoria 3020
+61 3 9329 9430
+61 3 9329 4689
info@dellainternational.edu.au

www.dellainternational.edu.au