



BSB51918 Diploma of Leadership and Management

Why does leadership matter?

Nothing matters more than leadership, whether it is in business, government or life. Leaders see the vision, chart the path and inspire others to follow them to success. "Leadership potential in a person is like beauty, it's hard to describe, but you know it when you see it." - John Marriotti

Course Overview

The Diploma of Leadership and Management covers everything you need to know about managing other people and making a business run smoothly. If you're preparing to move into a leadership position, this qualification will make the transition easier.

This qualification is great for people from technical backgrounds moving into management positions, or anyone who has been promoted to a position where they will need to manage other people.

Who is this course for?

The first target group for this qualification is current practitioners who are seeking to upgrade or recognise their skills and knowledge to obtain a formal qualification. This group of candidates will normally consist of:

- Team Leaders
- Front Line Managers
- Supervisors
- Business owners.

The second target group for this qualification, is people who are new to the role or entering into a management role and are looking to support their workplace development with formal training. This group of candidates could consist of:

- people looking for a career change
- people who need this qualification for employment purposes
- people seeking a formal qualification.

For more information on this qualification go to:
<http://training.gov.au/Training/Details/BSB51918>

Fees

- \$2,949 online for Fee for Service (other fees may apply if face-to-face training is outside of the Perth metro area) Payment Plans available

Nationally Recognised Qualifications

BSB30215
Certificate III in Customer Engagement

BSB40315
Certificate IV in Customer Engagement

BSB42015
Certificate IV in Leadership and Management

BSB40415
Certificate IV in Business Administration

BSB41415
Certificate IV in Work Health and Safety

BSB51918
Diploma of Leadership and Management

Open Learning Courses

Project Management Basics

Emotional Intelligence

Supervisor Toolbox

Time Management

Safety for Supervisors

Effective Communication

Conflict Resolution

Negotiation Skills

Successful Presentations

Experienced Supervisors



Entry Requirements

There are no entry requirements for this qualification however, you will be expected to be able to:

- Access to the internet, computer, laptop or other mobile device to access the online learning portal
- Access to an environment where you can provide some leadership (does not need to be a direct management role but you will need to be able to instruct others)
- Access to Microsoft word and excel
- Understand and be able to communicate in written and verbal English
- Complete the pre-assessment (This ensures that you have the Language, Literacy and Numeracy skills to complete the course. Additionally, it helps us identify if you have any individual needs that we need to cater for).
- Your workplace will be reviewed for suitability to ensure you will have access to all resources, equipment, etc. for delivery of the qualification.

Blended Delivery:

- This course is delivered and assessed **online, in the workplace** and with set days **in class** over a 12 month period
- You will need to be self-motivated
- Full support is provided by a qualified trainer and assessor with **monthly coaching calls**
- Each quarter you are required to attend a day in class to undertake practical training and assessment.
- All course material and assessment is provided through the BLC Learning Management System (LMS).
- Each week students would be expected to undertake 4-6 hours of study in order to progress through the course as intended, please note that this is only an indicator.

Course Units

Successful completion of this course requires completion of three (3) *core units* and ten (10) *electives* as listed below.

BSBLDR511	<i>Develop and use emotional intelligence</i>
BSBMGT517	<i>Manage operational plan</i>
BSBLDR502	<i>Lead and manage effective workplace relationships</i>
BSBWOR502	<i>Lead and manage team effectiveness</i>
BSBINN502	Build and sustain an innovative work environment
BSBWOR501	Manage personal work priorities and professional development
BSBLED501	Develop workplace learning environment
BSBPMG522	Undertake project work
BSBMGT502	Manage people performance
BSBR501	Manage risk

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BSBMGT516 Facilitate continuous improvement

BSBWHS501 Ensure a safe workplace

On successful completion you will receive

A nationally recognised qualification - BSB51918 Diploma of Leadership and Management.

Students who do not successfully complete will be provided with a Statement of Attainment for units successfully completed.

Leadership and Management Pathway

BSB80215 Graduate Diploma of Strategic Leadership
BSB80315 Graduate Certificate in Leadership Diversity

BSB61015 Advanced Diploma of Leadership and Management

BSB51918 Diploma of Leadership and Management

BSB42015 Certificate IV in Leadership and Management

Team Leader Skill Set
Workplace Supervisor Language, Literacy and Numeracy Skill Set
Aspiring Supervisor Skill Set
Innovation Leadership Skill Set

Further Information

Please refer to the Learner Handbook regarding:

- Getting started
- Rights and Responsibilities
- Your Assessment
- Certification
- Policies.

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If you wish to discuss any issues not covered in the Learner Handbook, Qualification Outline or the Unit Outlines or any issues regarding your study such as special needs or learning assistance, please contact us on the below:

Contact Details

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(08) 9376 2800

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