

Diploma of Leadership and Management



Descriptor

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.

Possible Job Titles

- Leading Hand
- Sales Team Coordinator / Team Leader
- Sales Team Manager / Business Manager
- Human Resource Manager Assistant

Mode of delivery

This course is delivered to international students in face-to-face classes of 20 hours per week. An additional 10 hours per week is required to complete unsupervised, independent study.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

International students must hold an approved student visa and study according to their visa conditions.

Term	Term Dates		
	2020	2021	2022
Term 1	28 Jan to 3 Apr	25 Jan to 2 Apr	24 Jan to 1 Apr
Term 2	20 Apr to 26 Jun	19 Apr to 25 Jun	18 Apr to 24 Jun
Term 3	13 Jul to 18 Sep	12 Jul to 17 Sep	11 Jul to 16 Sep
Term 4	5 Oct to 11 Dec	4 Oct to 10 Dec	3 Oct to 09 Dec

COURSE DURATION

52 weeks

UNITS OF COMPETENCY:

CORE UNITS

- BSBLDR511 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
- BSBCUS501 Manage quality customer service
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBRSK501 Manage risk
- BSBWHS521 Ensure a safe workplace for a work area
- BSBWRK520 Manage employee relations

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