

## BSB50420 Diploma of Leadership and Management

Qualification Description	
<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>	
Provider Details	<p>Legal Entity: Australian Institute of Skills Pty Ltd                      Trading Name: Australian Institute of Skills                      RTO Code: 41344                      Phone: 0400 369 500                      Email: <a href="mailto:info@auskills.edu.au">info@auskills.edu.au</a>                      Head office: 16 Natalie Cl, Rowville VIC 3178</p>
Delivery Site/s	
16 Natalie Cl, Rowville VIC 3178	
Course Duration	
<p>This qualification will be delivered over <b>52 weeks</b> including <b>47 weeks of training and assessment</b> and <b>5 weeks of holidays</b>.</p> <p>Note that supplementary classes will be scheduled, and attendance required, should additional classes be required to allow for classes missed as a result of public holidays, or other interruptions, and/or for students who require further training and/or reassessment or additional support.</p>	
Mode of Delivery	
<p>Face to Face (20 hours per week) training and assessment with expected Independent Study of a minimum of 8 hours per week.</p> <p><b>Sample Timetable:</b>                      Monday: 8am – 5pm (including 1 hour break)                      Tuesday: 8am – 5pm (including 1 hour break)                      Wednesday: 8am – 12.15pm (including 15-minute break)</p>	
Job Outcomes	
<p>Upon the successful completion of this program, you may be able to apply for the following positions in a range of industries:</p> <ul style="list-style-type: none"> <li>• Business development manager</li> <li>• Business services manager</li> <li>• Team leader</li> <li>• Operations manager</li> </ul>	
Learning Pathways	

You may enrol in the following qualification/s upon the completion of this program to further enhance your knowledge and skills:

- BSB60420 Advanced Diploma of Leadership and Management

### Units of Competency

Total number of **12** units are required for the award of the **BSB50420 Diploma of Leadership and Management**.

**Core** units: **6** units

**Elective** units: **6** units, of which:

- 4 elective units must be selected from the elective units listed in the BSB50420 qualification
- for the remaining 2 elective units:
  - up to 2 units may be selected from the elective units listed in the BSB50420 qualification
  - if not listed, up to 2 units may be selected from a Certificate IV or above, from the BSB or any other currently endorsed Training Package qualification or accredited course.

Elective units chosen must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid vocational outcome.

Unit Code	Unit Title	Core/ Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBOPS501	Manage business resources	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK503	Manage meetings	Elective
BSBPEF501	Manage personal and professional development	Elective

### Entry Requirements

Although the training package does not stipulate any entry requirements for this training product.

Australian Institute of Skills (AIS's) has the following entry requirements in place for international students:

- be at least 18 years of age.

- participate in a course entry interview (pre-enrolment review) to determine suitability of the course and additional support needs.
- undertake AIS's ACSF LLN assessment.
- Must have access to and bring their own portable device (laptop or ipad and other tablets with a keyboard) to class with up-to-date Microsoft Office suite (Word, PPT, Outlook, Excel).

#### **Student Support Services**

AIS has a range of Student Support Services available for you. Please refer to your student handbook for details on available Student Support Services.

#### **Assessment System**

Units are assessed individually via a range of assessment methods: Written Assessment, Verbal Questioning, Role Play, Projects and Practical Demonstrations observed directly by the assessor.

#### **Recognition of Prior Learning (RPL) and Credit Transfers (CT)**

AIS offers all students the opportunity to apply for Recognition of Prior Learning (RPL). Please refer to our RPL and CT policy and procedure in the Student Handbook and/or Website.

#### **Assessment Appeals**

Students can make an appeal against any assessment decision by following the Complaints and Appeals Policy outlined in the Student Handbook and our website.  
All appeals and complaints will be dealt with following the Complaints and Appeals Procedure.