BSB51918 Diploma of Leadership & Management (CRICOS Code: 0100050)

Duration

Calendar Year: 52 weeks

Academic Year: 36 weeks

Terms: 4 Terms x 9 weeks each (Total 36 weeks)

Holidays & Study Breaks: 16 weeks – 4 x 4 weeks

Study Type: Full Time, 20 hours / week

Location

Level 2, 1 James Place, North Sydney NSW 2060

Level 5, 770-772 George Street, Sydney NSW 2000

Course Fee

$6,000.00

Application Fee

A non-refundable Administration Fee of $250 is to be paid with the deposit.

Additional Fees

Material Fees: $200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation and written reports, through simulated work environment, case studies, question and answers, self-assessments and third-party reports (if applicable).

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

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Elite Education Vocational Institute

RTO ID:	45018
CRICOS Code:	03546G

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Entry Requirements

a) **English language equivalence requirements**
- English is the student's first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

b) **Educational and other qualifications, skills, and other prerequisites**
- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.
- Must be 18 years of age or over at time of commencement.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

Students may find a pathway to this qualification from the Certificate IV level course in Business, or by working in an organisational or administrative role. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Pathways from the qualification

Following the Diploma, Student's may choose to continue their studies with Advanced Diploma of Leadership and Management.

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Course Description

his course is accredited by the Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018.

This qualification will benefit graduates by strengthening their existing management and leadership skills with a powerful framework to enhance their individual leadership and managerial abilities. This course focuses on both personal management and professional development. It places emphasis on self-managing performance, work priorities and time management, while also taking responsibility for your professional development within the context of an organisation.

Recognition of Prior Learning

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of
qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by EEVI and which may also exist in other Training Packages.
An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Student Support Officer upon request.
The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.

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UNITS OF COMPETENCY	
CODE	**TITLE**
BSBLDR511 (C)	Develop and use emotional intelligence
BSBMGT517 (C)	Manage operational plan
BSBWOR502 (C)	Lead and manage team effectiveness
BSBLDR502 (C)	Lead and manage effective workplace relationships
BSBRSK501 (A)	Manage risk
BSBWOR501 (A)	Manage personal work priorities and professional development
BSBCUS501 (A)	Manage quality customer service
BSBPMG522 (A)	Undertake project work
BSBWHS521 (A)	Ensure a safe workplace for a work area
BSBADM502 (B)	Manage meetings
BSBSUS501 (B)	Develop workplace policy and procedures for sustainability
BSBINM501 (B)	Manage an information or knowledge management system

This qualification is made up of 12 units of competency. The units of competency are stand alone and not sequenced in any specific order. Students will be taught 3 units per term.

C Core E Elective

Equipment

Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, EEVI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during EEVI business hours.