

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

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, 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 the 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 reflecting “real life situations” in order to develop the skills identified in the “employability skills” for this qualification.



Phone: 02 9957 5588

Email: vet@ee.edu.au

Website: www.ee.edu.au

Address: Level 2, 1 James Place,
North Sydney NSW 2060

Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



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Course Description

This qualification is on the scope to meet the legal and industry criteria and to guide employees in handling information and records to ensure compliance.

This training will benefit employees by strengthening the current management and leadership skills with the powerful and more distinguished dimension and to build the leadership and managerial abilities for the current students. Through industry consultation with relevant stakeholders and personal experience, SBI across several instances where people find it hard to work within the teams. The reason is not having sufficient management and leadership skills. They are hesitant to voice their opinions and therefore, incapable to perform the tasks up to their capabilities. Hence, the focus of this training will be to improve these gaps and prepare the people to become future managers and leaders.

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 Administration Services 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
BSBLDR502	Lead and manage team effectiveness
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR501	Manage personal work priorities and professional development
BSBSUS501	Develop workplace policies and procedures for sustainability
BSBRSK501	Manage Risk
BSBFIM501	Manage budgets and financial plans
BSBCUS501	Manage quality customer service
BSBWHS501	Ensure a safe workplace
BSBADM502	Manage meetings
BSBPMG522	Undertake project work

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.

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.

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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.

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 type 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.

