

BSB51915 Diploma of Leadership and Management

Course Overview:

The Diploma of Leadership and Management will provide you with leadership skills to better manage teams, improve workplace relationships, manage human resources and contribute to strategic and business planning. 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.

Face-to-Face Schedule:

Alana Kaye offer two delivery modes:

- 12 x one day workshops scheduled approximately one month apart (plus term break). Students will need to complete homework and work based assessment activities and should allow up to 5-10 hours per week.
- or
- 7 day intensive program (5 day block plus 2 day block). Students will undertake additional reading, homework and work based activities. Students will implement work based projects over a 12 month period.

For scheduled course dates please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Relevant Job Roles:

- Manager

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. Students must be willing to participate in work place projects.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops. Students will need to have access to a workplace environment.

Distance learning students must have access to a computer, internet and skype.

Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$3,400.00
Distance Learning	\$3,000.00
Recognition of Prior Learning	\$2,500.00

Students are responsible for the purchase of text book/s relevant to this qualification.

Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

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Pathways:

Students may enter directly into the Diploma of Leadership and Management without prior qualifications. If a student wishes, they may choose to undertake the Certificate IV in Leadership and Management prior to this course.

Graduates of this course may decide to undertake an Advanced Diploma of Leadership and Management.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Course Outline:

This qualification comprises of 12 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units – elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB51615 Diploma of Leadership and Management has 4 core units plus 8 elective units of which:

- 4 elective units must be selected from the Group A units listed below
- Up to 4 elective units may be additional units from Group A or Group B if not listed below, 1 elective unit may be selected from any currently endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	Face-to-face	RPL	Distance
BSBLDR501	Develop and use emotional intelligence	✓	✓	✓
BSBMGT517	Manage operational plan	✓	✓	✓
BSBLDR502	Lead and manage effective workplace relationships	✓	✓	✓
BSBWOR502	Lead and manage team effectiveness	✓	✓	✓

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Unit Code	Group A Elective Units	Face-to-face	RPL	Distance
BSBCUS501	Manage quality customer service	✓	✓	✓
BSBFIM501	Manage budgets and financial plans		✓	✓
BSBHRM405	Support the recruitment, selection and induction staff	✓	✓	✓
BSBLDR503	Communicate with influence		✓	✓
BSBLDR504	Implement diversity in the workplace	✓	✓	✓
BSBMGT502	Manage people performance	✓	✓	✓
BSBMGT516	Facilitate continuous improvement	✓	✓	✓
BSBMGT518	Develop organisation policy		✓	✓
BSBMGT520	Plan and manage the flexible workforce		✓	✓
BSBPMG522	Undertake project work		✓	✓
BSBRISK501	Manage risk		✓	✓
BSBWHS501	Ensure a safe workplace	✓	✓	✓
BSBWOR501	Manage personal work priorities and professional development	✓	✓	✓

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Unit Code	Group B Elective Units	Face-to-face	RPL	Distance
BSBADM502	Manage meetings		✓	✓
BSBCOM503	Develop processes for the management of breaches in compliance requirements		✓	✓
BSBHRM512	Develop and manage performance-management processes		✓	✓
BSBHRM513	Manage workforce planning		✓	✓
BSBINM501	Manage an information or knowledge management system		✓	✓
BSBINN501	Establish systems that support innovation		✓	✓
BSBLED501	Develop a workplace learning environment		✓	✓
BSBMGT521	Plan, implement and review a quality assurance program		✓	✓
BSBMKG507	Interpret market trends and developments		✓	✓
BSBMKG512	Forecast international market and business trends		✓	✓
BSBSUS501	Develop workplace policy and procedures for sustainability		✓	✓
BSBWRK510	Manage employee relations	✓	✓	✓

Enrol now

Click on the enquire now button on our website to download an enrolment form. Please contact our office for further information about this course.