

# COURSE OUTLINE



## BSB51915 - Diploma of Leadership and Management

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### 1. Aims

The BSB51915 Diploma of Leadership and Management course is designed to provide students with training to manage the work of others or to add value to or review management practices. At these level managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes

### 2. Employment Outcomes

Students completing this qualification could undertake varying managerial and/or supervisory roles. Job roles and titles vary across different industry sectors.

### 3. Overview

The changing workplace has led to the development of a significantly different role for Managers and their teams. There is a move away from the traditional skills of the supervisor controlling, directing and maintaining discipline, to the team leader being responsible for coaching, facilitating and developing team cooperation within a strategic framework.

This qualification provides the core leadership competencies required by contemporary managers. Blending theory with practice, this qualification focuses on workplace learning to ensure its relevance to your particular situation and business.

This qualification is fully competency-based and while knowledge and some aspects of competency are assessed within the realms of each unit, completion of activities demonstrating all areas of competency will need to be undertaken to graduate.

The student will obtain practical experience by undertaking field work at their workplace or not-for-profit organisation. This practical experience is to be gained in an area that complements assessment activities and the immediate goals of the student.

### 4. Duration

The Diploma course would usually be completed within 10 months on a full-time basis. The model of training includes 2 face to face sessions a week plus on-line and self-paced study.

### 5. Costs 2018

#### **Academic Fees**

Fees for full-time students of The Diploma of Business are:

Blended learning (face-to-face and on-line) \$12000

*Special rates apply for 485 Visa holders – email [info@unity.edu.au](mailto:info@unity.edu.au) for more details*

*Domestic Students (VET Student Loans eligible) \$5,075*

*Note: The College reserves the right to alter fees prior to the start of each academic year.*

*This course is also offered at other training centres of Unity College Australia. For further information email [info@unity.edu.au](mailto:info@unity.edu.au).*

### 6. Entry Requirements

This qualification has no pre-requisites however a typical pathway into the qualification would be one of the following:

- after achieving BSB40215 Certificate IV in Business or other relevant qualification/s
- after achieving the BSB50215 Diploma of Business
- with vocational experience working in a management/team leader type role, but without formal qualifications

This qualification would appeal to a wide variety of clients. Examples are:

- Managers
- Coordinators
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

General requirements for entry are:

- A completed student application form.
- Provide evidence of Language, literacy and numeracy (LLN) skills – either: a. Senior Secondary Certificate of Education awarded by an agency or authority of an Australian State or Territory for the student's completion of year 12, OR b. Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy.
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.

### 7. Training Process

Unity College Australia uses a wide variety of training methods. Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done in consultation with the trainer.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

### 8. Course Competencies

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



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In order to achieve the BSB51915 Diploma of Leadership and Management the core units below need to be completed as well as a selection of the listed electives.

National Code	Competency
<b>Core units</b>	
BSBLDR501 Develop and use emotional intelligence	
BSBMGT517 Manage operational plan	
BSBLDR502 Lead and manage effective workplace relationships	
BSBWOR502 Lead and manage team effectiveness	
<b>Elective Units</b>	
BSBLDR503 Communicate with influence	
BSBMGT502 Manage people performance	
BSBMGT516 Facilitate continuous improvement	
BSBPMG522 Undertake project work	
BSBRISK501 Manage risk	
BSBWHS501 Ensure a safe workplace	
BSBWOR501 Manage personal work priorities and professional development	
BSBADM502 Manage meetings	

Electives are selected based on the needs of the course cohort and competency of the instructor.

### 9. Course Structure

The Diploma of Leadership and Management course requires the completion of a minimum of 12 units.

This qualification can be delivered in two different modes:

- On-line (self-paced)
- Face to face delivery (2 days a week).

### 10. Assessment overview

Assessment in each unit involves:

- attendance and participation
- practical fieldwork as applicable
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary completion as applicable

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

- C Competent
- NYC Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia

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- Return of all college resources including library books
- Maintained a satisfactory level of conduct during his/her time at College

### **11. Pathways**

After achieving the BSB51915 Diploma of Leadership and Management, candidates may undertake the BSB61015 - Advanced Diploma of Leadership and Management, or a range of other Advanced Diploma qualifications.

### **12. Course Dates: TBA**