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### 1. AIMS

The Diploma of Leadership and Management course is designed to give people opportunity to develop a sound level of knowledge and practical skills related to leadership and management of various organisations and groups in a range of contexts. The course includes the development of initiative and judgement, communication skills, planning, organising and monitoring strategies, to support individuals and teams to meet organisational or enterprise goals.

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### 2. OUTCOMES

Students who undertake this course can expect to develop knowledge and skills which enable them to better engage in business growth and more formal and complex operations and reporting.

Students can expect to develop skills in:

- team leadership
- change management
- operational management
- initiative and judgement
- planning, organising, implementing and monitoring their own workload and the workload of others.
- communication to support individuals and teams to effectively meet organisational requirements.

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.

A student who successfully completes this course could undertake varying managerial and/or supervisory roles.

Examples of indicative job roles for students who undertake this course, based upon their vocational experience, include:

- Department Manager/Senior manager
- Operations Supervisor
- Store Manager
- Frontline Manager
- Information Services Manager

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- Business Administration Manager
- Coordinator
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

Course outcomes apply to both paid and voluntary employment options.

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### 3. OVERVIEW

This course is fully competency based. Individual modules or units may be delivered on a weekly basis, by intensives or by correspondence.

Students enrolling in this course will generally either have had previous management or leadership experience, be currently in a position of leadership or management. An integral part of the course will be the opportunity to apply course content in appropriate work contexts and/or to relate work experience to the learning context.

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### 4. DURATION

The duration of this course is typically 12 months of full-time study. Duration can vary if the course is studied part-time or concurrently with, or after, another Business course. The course may be implemented as a series of intensive training modules for domestic students.

Course length for international students is 12 months (full-time only).

Units are implemented on a monthly rotation. Students may commence the course at the start of any unit.

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### 5. COSTS 2023

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#### APPLICATION FEE

The non-refundable enrolment application fees for this course are as follows:

Domestic/on-shore students	\$150
International Students	\$300

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#### ACADEMIC FEES

Fees for full-time students for the Diploma of Leadership and Management are:

Domestic students/on shore	\$8,500
International Students	\$12,000

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Domestic by intensive/self-paced study	\$4,000
Individual unit enrolment (accredited)	\$400
Individual unit enrolment (non-accredited)	\$250
Material fee (additional for full course)	\$400

### Notes:

All fees are quoted in Australian dollars (AUD)

Special rates for 485 Visa students are available upon request.

The college reserves the right to alter fees prior to the start of each academic year.

## 6. ENTRY REQUIREMENTS

General requirements for entry are:

- A completed student application form & payment of the application fee
- Evidence of work experience, submission of relevant reference and/or an interview with college staff which supports the potential to complete the course successfully
- Satisfactory completion of Year 12 is recommended but students without this formal educational level will be considered. Minimum entry age is 17 years (18 years for international students).
- Satisfactory English language, literacy and numeracy skills: International students are required to have English language skills to at least the level of IELTS 6.0 or equivalent. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.
- Computer/IT literacy skills including word processing and ability to access the internet

### Other requirements:

Unity College Australia is a Christian college which welcomes students from all cultural backgrounds and faiths. Students should be willing to respect the ethos of Unity College Australia which is based on mainstream Christian values. Students are also expected to:

- respect college authority and other students
- respect college and student property
- comply with common cultural and social standards including:
  - modesty of dress
  - honesty and integrity in dealing with others
  - sensitivity to students from cultures different to one's own
  - no consumption of nicotine alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus or participating in college-related activities. The college is a non-smoking environment.

### 7. TRAINING PROCESS

Unity College Australia uses a wide variety of training methods appropriate to the course context. Training is implemented using various delivery modes depending on the training centre and whether studied full or part-time. Delivery modes include face to face sessions, research and project work, self-paced study (supervised and unsupervised) and on-line learning.

International students: Face-to-face training sessions will be held over a one year schedule for the full-time course along with individual and group project work, supervised and on-line study.

Note: The mode of delivery may vary depending on the need to adapt to external conditions and requirements (for example, transition to fully online training the COVID-19 pandemic). Course duration and fees will not vary as a result of any adjustments of this type.

A variety of learning tools will be used for training in the group setting and will cover both theoretical and practical aspects of the course. These may include role plays/simulations, handouts, practical experiences/projects or research for students to undertake.

The course is structured to ensure that participants develop skills and knowledge which relate to and may be transferred to real life work situations. Implementation includes projects which simulate the work environment and which allow participants to apply their training in groups and individually. Training is often undertaken in group situations and can also be facilitated on a one-on-one basis with individual participants.

Students are able to apply their learning to employment contexts through work experience projects. A strong feature of these courses is input from industry-experienced functional managers and trainers.

Students are provided with notes for each unit of study, which include the materials used in the training sessions, assessment materials (other than tests) and any other reference materials.

Students are expected have a personal computer in order to undertake relevant training and assessment tasks.

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.

### 8. COURSE COMPETENCIES

Australia has a system of national standardisation of training for many industry areas including Leadership and Management. This system is implemented through the use of training packages (groups of courses) and individual units of competency. All competencies studied in this course are nationally recognised competencies from the National Training Packages. Individual nationally recognised competencies related to this course are listed below. Graduates will be issued with a statement of competencies achieved as part of their studies.



# COURSE OUTLINE

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Students are able to apply for Recognition of Prior Learning (RPL) for units of the course for which they have appropriate prior experience or training. Students are able to gain recognition via Credit transfer for units of competency successfully completed at another Australian registered training organisation (RTO).

Note: There are limitations regarding the amount of RPL and Credit Transfer able to be granted for international students studying on a Student Visa.

Contact the college on [info@unity.edu.au](mailto:info@unity.edu.au) for more information.

### 9. COURSE STRUCTURE

Core and sample elective subjects for the Diploma course are listed below. Students are required to complete 12 units (6 core and 6 Elective) to achieve the Diploma qualification. The Core units and sample electives are listed below.

Units of Competency	Code	Unit Title
<b>Core</b>	BSBPEF502	Develop and use emotional intelligence
	BSBOP502	Manage business operational plans
	BSBLDR523	Lead and manage effective workplace relationships
	BSBCRT511	Develop critical thinking in others
	BSBCMM511	Communicate with influence
	BSBTWK502	Manage team effectiveness
<b>6 Electives</b> A typical sample of electives is provided here. Actual electives implemented many vary.	BSBTWK501	Lead diversity and inclusion
	BSBPMG430	Undertake project work
	BSBTWK503	Manage meetings
	BSBLDR522	Manage people performance
	SIRXSL004	Drive sales results
	BSBFIN501	Manage budgets and financial plans

### 10. ASSESSMENT OVERVIEW

Assessment in each unit/module may include:

- attendance and participation
- written assignments, exercises
- projects and/or tutorial/seminar presentations
- simulated “on the job” assessment
- work experience log book and/or workplace observations

Participants will receive all course materials required to undertake assessment and complete the qualification.

This qualification is predominately delivered to students who are mostly experienced workers. Students are able to include current work experience as part of their course.

Competency-based assessment criteria apply to grading. The final Statement of Results will show the following results for each competency.

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

### 11. PATHWAYS

Students who complete this course will gain knowledge and skills which will be relevant to the study of other Diploma, Advanced Diploma and degree courses in the areas of Business, Leadership and Management.

Students may apply skills learned in the study of courses focussing on specialised fields such as Community Services (available at Unity College Australia).

Unity College Australia has articulation arrangements with Alphacrucis College and Southern Cross University. This arrangement gives students who successfully complete this course advanced standing into higher level courses.

### 12. TRAINING LOCATION AND COURSE DATES

This course is available for domestic and international students at the Canberra training centre of Unity College Australia. This centre has monthly start dates.

Please contact the college for more details: 02-61610050 or [info@unity.edu.au](mailto:info@unity.edu.au).