COURSE OUTLINE

BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT – ONLINE DELIVERY

1. AIMS

The Diploma of Leadership and Management course is designed to give people the 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, and planning, organising and monitoring strategies, to support individuals and teams to meet organisational or enterprise goals.

2. OUTCOMES

Students who undertake this course can expect to develop knowledge and skills which enable them to better engage in the leadership of organisations, people and teams, and to manage business operations and growth. While the course is trained in an Australian context, knowledge and skills will be applicable to leadership and management contexts in many different countries.

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.

A student who successfully completes this course could undertake varying managerial and/or supervisory roles in either paid or voluntary work contexts. This could be in for-profit or not-for-profit organisations.

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

- Department Manager/Senior manager
- Operations Supervisor
- Church administrator
- Store Manager
- Frontline Manager
- Information Services Manager
- Business Administration Manager
- Department Coordinator
- Ministry team leader
- Work team leaders
- Leading Hand
- Team Supervisors

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3. OVERVIEW

This course is fully competency based. Individual modules or units will be delivered primarily via on online delivery mode, using an online training platform. 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. 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.

Students enrolling in this course should generally either have had previous management or leadership experience, be currently in a position of leadership or management or be seeking to acquire knowledge and skills which will enable them to move into an area of management responsibility. 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.

4. DURATION

The duration of the full course is typically 12 months based on the study of one unit per month. Actual duration will vary for individual students depending on the pace of unit completion.

This course can be studied as a full qualification or students may choose to enrol in individual units to build specific skills.

5. COSTS 2025-2026

APPLICATION FEE

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

Domestic/on-shore students	$150
International off-shore	$150

Note: this course is not available to international students studying in Australia on a student visa.

ACADEMIC FEES

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

Domestic students/on shore full course tuition fee	$5,320
Access to online training and assessment materials	$380
TOTAL full course fee*	**$5,700**
Individual unit fee (enrolment in selected units instead of the full course)	$500
(Individual unit cost includes access to online training materials)	

Notes:

All fees are quoted in Australian dollars (AUD)

**Special rates for certain student categories are available upon request.*

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

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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
- Completion of Year 12 Secondary Education is recommended but students without this formal educational level will be considered. Minimum entry age is 18 years.
- Satisfactory English language, literacy, numeracy skills: Students are required to have English language skills to at least the level of ACSF Level 3 or IELTS 6.0 or equivalent. Other suitable evidence is completion of an Australian Year 12 Certificate or tertiary education studies in English. If needed, students may be required to complete an English language proficiency test provided by Unity College Australia. If students do not have satisfactory English language skills students will be required to do additional English language study prior to acceptance into the course.
- Satisfactory Digital (Computer/IT) literacy skills: Students are required to demonstrate word processing and email communication skills, ability to access the internet and use of an online meeting platform (eg Google Meet, Zoom). These skills will be assessed as part of the course application process. Course Orientation will include guidance in the use of the online learning platform, computer use work health and safety and appropriate use of the internet as a learning resource.

Other requirements:

Students will be required to have access to a computer and the internet in order to access the online learning platform and interact with the course trainer.

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:
    - honesty and integrity in dealing with others
    - sensitivity to students from cultures different to one's own

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7. TRAINING PROCESS

The delivery mode of this course will be online using a learning management platform which provides training and assessment materials. The course will involve research, project work and self-paced study along with regular opportunities to communicate with the trainer and interact with other students. Some units may involve online intensive sessions and small group activities. The student will be informed of these additional activities at the commencement of each unit.

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 and role plays which simulate the work environment and which allow participants to apply their training in groups and individually.

Students will be expected 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.

An Orientation session will be conducted at the commencement of the course. This will include an introduction to Unity College Australia and the Vocational Education and Training (VET) learning environment, an overview of the course, guidance in the use of the online learning platform, computer use work health and safety and appropriate use of the internet as a learning resource.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. It is expected that each selected participant will take charge of their own learning process and be committed to meeting the requirements of the course. Course trainers and college staff will be available to provide appropriate support and guidance to enable students to maximise the outcomes of their study experience.

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.

NATIONALLY RECOGNISED TRAINING

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).

Contact the college on info@unity.edu.au for more information.

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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
Core	BSBPEF502	Develop and use emotional intelligence
	BSBOPS502	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
6 Electives A typical sample of electives is provided here. Actual electives implemented many vary.	BSBXCM501	Lead communication in the workplace
	BSBTWK503	Manage meetings
	BSBLDR522	Manage people performance
	BSBPEF501	Manage personal and professional development
	BSBFIN501	Manage budgets and financial plans
	BSBOPS504	Manage business risk

The above units will be available to students in 3 month study blocks, each block consisting of 3 units (see table below). This would enable a student to complete the course within a 12 month duration. Students may progress through the course at a faster or slower pace, depending on their circumstances. Students may also select to study individual units or a single block of units.

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Diploma of Leadership and Management – Unit Sequence

Study Block 1 Emotional Intelligence & Relationships	BSBPEF502 Develop and use emotional intelligence (Core) BSBLDR523 Lead and manage effective workplace relationships (Core) BSBTWK503 Manage meetings (Elective)	Focus: Self-awareness, empathy, and practical relationship management. Builds a strong foundation in personal leadership and collaboration.
Study Block 2 Communication & Influence	BSBCMM511 Communicate with influence (Core) BSBCRT511 Develop critical thinking in others (Core) BSBXCM501 Lead communication in the workplace (Elective)	Focus: High-level communication, coaching others, and influencing across teams. Strengthens strategic and workplace communication.
Study Block 3 Team & Professional Development	BSBTWK502 Manage team effectiveness (Core) BSBPEF501 Manage personal and professional development (Elective) BSBFIN501 Manage budgets and financial plans (Elective)	Focus: Leading effective teams, managing resources, and fostering personal growth and career development.
Study Block 4 Operations & Performance	BSBOPS502 Manage business operational plans (Core) BSBOPS504 Manage business risk (Elective) BSBLDR522 Manage people performance (Elective)	Focus: Applying leadership skills to business operations, risk management, and staff performance—consolidating all prior learning.

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10. ASSESSMENT OVERVIEW

Assessment in each unit/module may include:

- written knowledge exercises
- practical projects and/or presentations
- simulated "on the job" assessment eg role plays
- 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 apply current work experience to their learning.

Competency-based assessment criteria apply to grading. Unit of competency results are expressed as:

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

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 study complementary courses such as the Diploma of Community Services (available at Unity College Australia) and apply skills learned in the study of the Leadership and Management course to this and other specialised fields.

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 is an online course and students may commence at any time once enrolment has been approved. Please contact the college for more details: 02-61610050 or info@unity.edu.au or www.unity.edu.au

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