



AMERICAN COLLEGE



BSB50420

CRICOS CODE
104221M

DIPLOMA OF LEADERSHIP & MANAGEMENT

Australian
Qualifications
Framework

NATIONALLY RECOGNISED
TRAINING

Course Description

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. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Job Roles

Office Manager, Legal Practice Manager, Information Services Manager, Operations Manager, Business Development Manager, Warehouse Manager, Corporate Services Manager, Manager, Senior Manager (Public Sector), Public Sector Manager, Production Manager, Transport Manager, Business Manager, Distribution Centre Manager

Course Duration And Fee

Duration : 78 weeks (66 study weeks and 12 weeks of holidays)

Fee : AU \$13,990.00 (include enrollment fee \$395.00 + course material fee \$245.00 per course)

*The Material Fee ensures students receive printed notes, access to wifi for the duration of their course.

Mode of Delivery

Full Time- face to face (20 hours per week)

Learners may require undertaking 5* hours self-study

(*Indicative only)

Pre-Requisites

Nil as per training package

AC Entry Requirements

BSB Training Package does not specify any entry requirements for this qualification.

American College entry requirements are as follows:

International students must be at least 18 years of age and must have completed at least the equivalent of Year 10.

These students must also have an IELTS score of 5.5 or equivalent.

International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:

- The student was educated for 5 years in an English-speaking country.
- The student has completed at least 6 months of a Certificate IV level course in an Australian RTO.
- The student has successfully completed their High School in English Language.
- The student has successfully completed AC English Placement Test.

Please Note: All the students are required to successfully complete LLN test (LLN Robot) at the time of enrolment.

Pathway

Further training pathways from this qualification include but are not limited to BSB60420 Advanced Diploma of Leadership & Management or a range of other Advanced Diploma qualifications.

Recognition of Prior Learning (RPL) & Credit Transfer (CT)

Students may apply for Recognition of Prior Learning (RPL) by providing evidence that they have the required skills and knowledge in the specific areas of competency through work / industry experience and/or completed eligible assessments in an equivalent or higher qualification. Appropriate credit transfer may be granted to eligible students against each unit of competency on evidence to successful completion of the same unit in an equivalent or higher nationally endorsed qualification. Students with credit transfers or recognition of

prior learning will finish the course in a shorter duration and are advised to consult appropriate authorities/bodies for applicable criteria if they are planning further study or stay in Australia

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

(Source: <http://www.aqf.edu.au/wp-content/uploads/2013/06/RPL-Explanation.pdf>)

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

(Source: <http://www.aqf.edu.au/wp-content/uploads/2013/06/CreditTransfer-Explanation.pdf>)

Qualification

On successful completion of this course the student would be awarded BSB51918 Diploma of Leadership & Management which is nationally recognised qualification. This could help student gain entry into career paths or higher education in Business stream. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma of Leadership & Management (BSB51918)

Course Contents

Total Number of units

12 (6 Core Units & 6 Elective Units)

CORE UNITS

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

ELECTIVE UNITS

BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBSTR502	Facilitate continuous improvement
BSBWH521	Ensure a safe workplace for a work area
BSBOPS505	Manage organisational customer service
BSBTWK503	Manage meetings

Assessment Methods

Assessment processes cover a broad range of skills and knowledge needed to demonstrate competency and will integrate knowledge and skills with their practical application. All assessments of units of competency will be conducted according to the assessment guidelines and competency standards of the official Training Package for this qualification. Students will be required to perform in a range of areas including and not limited to: observations, case study, projects, assignments, presentations, written question, role play, report etc.

Enrolment

To enrol in this qualification, please contact us.

ABN 91 130 637 320

International Institute of Management Pty Ltd trading as American College / International Institute of Management

180 Logan Road, Woolloongabba, Brisbane,
Queensland – 4102, Australia

Phone No. +61(07) 3391 7599
info@americancollege.edu.au

www.americancollege.edu.au