

Diploma of Leadership and Management

National Course Code BSB50420 CRICOS Course Code 104223J

COURSE PROFILE

Duration:	52 weeks (36 Weeks Tuition plus 16 weeks holidays)
Qualification:	Diploma (AQF)
Training Package:	BSB Business Services Training Package
Delivery Mode:	Full time (20 hours per week) blended (face-to-face and online) Up to one-third of the course is delivered online
Tuition Fee:	AUD \$7,000
Enrolment Fee:	AUD \$200 (non-refundable)
Materials Fee:	AUD \$200 (covers the cost of learning and other materials) Information on other fees and charges is available on our website .

Units of Competency

BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOP502	Manage business operational plans	Core
BSBTWK502	Manage team effectiveness	Core
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBOP504	Manage business risk	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBDIV501	Manage diversity in the workplace	Elective
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective

The **12 units of competency** are delivered throughout the **36 weeks** of tuition. The qualification is delivered over 4 terms (each term is 9 weeks) followed by holidays of varied durations.

All the above listed units of competency must be completed to receive the BSB51918 Diploma of Leadership and Management qualification.



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.
Entry Requirements and Pre-Requisites	The course will be available for those students who are 18 years or older and have completed Year 12. International Students are required to have an English ability at the IELTS 5.5 or equivalent. There are no pre-requisites for this qualification.
Vocational Outcomes	After completion of the qualification, a person could obtain employment opportunities in various business and commercial enterprises as a manager. Job roles and titles may vary across different industry sectors.
Target Group	Local and international students who require skills in management as well as those with substantial experience in business/management industry gained through employment but who lack a formal management qualification.
Course Completion	Students obtaining a 'competent' result for all listed competencies will achieve a Diploma of Leadership and Management. A Record of Results will be issued to students who compete less than required units.
Protection of fees paid fees	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
Trainers and Assessors	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
Assessments	Assessments are conducted during and on completion of training for each unit to determine if the learner is competent. The assessments are conducted using knowledge and skills assessments. Assessment methods may include: Assignment, Questioning (Oral/Written), Case Study, Third Party Report, In Class Activities, Observations, Role Play and RPL.
Articulation	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma the students may continue their studies further by enrolling in relevant Advanced Diploma courses.
RPL and Exemptions	AIE must recognise the AQF qualifications and statements of attainment issued by any other RTO. RPL and Credit Transfer are available for students to access prior to enrolment. More information is available in our student handbook.
Training Location and other Facilities	AIE trains and assesses its students from its Sydney CBD Campus and Parramatta Campus that are fully equipped with facilities including classrooms, computer lab, wireless internet, overhead projectors, books borrowing facility, and a student sitting and recreation area.

For further information, please visit our website:

www.apexaustralia.edu.au