

# Diploma of Leadership and Management



## Descriptor

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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## Possible Job Titles

- Leading Hand
- Sales Team Manager / Business Manager
- Sales Team Coordinator / Team Leader
- Human Resource Manager Assistant

## Mode of delivery

### DOMESTIC STUDENTS

This course is delivered to domestic students via online/distance education and/or on-the-job. Traineeships are also available.\*#

### INTERNATIONAL STUDENTS

This course is delivered to international students @ 20 hours per week for 4 terms of 10 weeks each. Additional study is required to complete unsupervised, independent work in your own time.

## Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments. Traineeships will be assessed on-the-job.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience. International students are advised that their student visa duration may be impacted if apply for and granted RPL.

## Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

International students must hold an approved student visa and study according to their visa conditions.

## COURSE DURATION

52 weeks

## UNITS OF COMPETENCY:

### 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

- BSBPEF501 Manage personal and professional development
- BSBTWK503 Manage meetings
- BSBOPS504 Manage business risk
- BSBWHS521 Ensure a safe workplace for a work area
- BSBHRM522 Manage employee and industrial relations
- BSBOPS505 Manage organisational customer service