

# BSB51918 - Diploma of Leadership and Management

CRICOS Course Code: 098832E

# ASMI

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.

## EMPLOYMENT PATHWAYS

Team Leader, Manager, Coordinator.

## EDUCATIONAL PATHWAYS

After successful completion of this qualification, students may have the opportunity to progress into other programs in the Business Services Training Package.

## MATERIALS REQUIRED

Students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases.

## COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be acquired through Credit Transfer or Recognition of Prior Learning (RPL).

## ENTRY REQUIREMENTS

Students must be over 18 years of age. Student visa applicants are required to provide the results of an English language test. ASMI will accept test results from the following specified English language tests for student visa purposes taken in any country:

- The TOEFL Paper-Based Test (TOEFL PBT)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

Students are required to reach a minimum level of English: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+. For further advice or assistance, please contact the International Student Manager.

## DELIVERY MODELS

Classroom Based - offered in Brisbane and Sydney, combination of classroom and online delivery (combination of training and assessment delivery methods, including written assessment, portfolio of evidence and practical observation), 52 weeks full time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website [asmitraining.edu.au](http://asmitraining.edu.au).

## FEES AND FUNDING ARRANGEMENTS

Classroom Based (Fee for Service):

Option 1(52 weeks stand alone): Administration Fee: \$100.00, Resource Fees: \$200.00, Tuition Fees: \$7,130.00

Option 2 (78 weeks Diploma in Leadership and Management,Diploma in Business): Administration Fee: \$100.00, Resource Fees: \$400.00, Tuition Fees: \$9,600.00

Option 3(110 weeks Diploma in Leadership and Management, Advanced Diploma in Leadership and Management): Administration Fee: \$100.00, Resource Fees: \$400.00, Tuition Fees: \$14,000.00

## CORE UNITS

Students must successfully complete 4 mandatory core units in order to achieve this qualification:

- BSBLDR502 Lead and manage effective workplace relationships
- BSBLDR511 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBWOR502 Lead and manage team effectiveness

## ELECTIVE UNITS

Students must successfully complete 8 elective units of competency in order to achieve this qualification:

- BSBCUS501 Manage quality customer service
- BSBINM501 Manage an information or knowledge management system
- BSBLED501 Develop a workplace learning environment
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBWHS501 Ensure a safe workplace
- BSBWOR501 Manage personal work priorities and professional development
- BSBWRK520 Manage employee relations

## CONTEXTUALISATION

Elective unit selection may be contextualised to business requirements. All electives chosen must contribute to a valid, industry-supported vocational outcome.

## CONTACT US

Phone: 1300 400 269

Email: [admin@asmitraining.edu.au](mailto:admin@asmitraining.edu.au)

Website: [asmitraining.edu.au](http://asmitraining.edu.au)