

BSB51915 - Diploma of Leadership and Management

CRICOS CourseCode: 090348D



Why Study at Australian Education Academy Pty Ltd

Australian Education Academy Pty Ltd is a private Registered Training Organisation (RTO) which has its campus in Springvale and CBD of Melbourne, Victoria, Australia. We are committed to providing our learners with quality training delivery and assessment services in an atmosphere that is both warm and inviting.

Our trainers and staff are all dedicated to help you achieve your training goals by giving friendly and courteous assistance whenever required, and our training programs are innovative, creative and flexible, and designed to suit the needs of learners, employers and industry.

Course Description:

This course 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.

To gain the BSB51915 -Diploma of Leadership and Management a successful assessment outcome for the following 12 units must be achieved.

Course Duration:

The course will be delivered over a period of 52 weeks full time, with a requirement to attend our facility for training for a minimum of 20 hours per week x 40 weeks, with 12 weeks of term/Semester break. The course is delivered over 800 hours of classroom activity and 400 hours of unsupervised learning/own time studies and assessments..

Volume of Learning:

For a learner to complete all their learning, he/she is required to spend time outside the formal scheduled activities. This is by way of research, review of existing cases, and multiple sources of information or real live examples. Subsequently prepare formal summative assessment material and any other activities to cover the breath of the course. Some of the time may be "on the job" whilst others will be by self-directed learning.

Recognition of Prior Learning and Credit Transfer:

Recognition of Prior Learning (RPL) and Credit Transfer (CT) is the learner's opportunity to have their prior skills and/ or competencies recognised. These skills and competencies may relate to units you will undertake as part of this course, and as a result, can exempt you from studying – Please talk to our Administration Staff to obtain full details



Course Requirement

(Release 2, Date of Release 09/Apr/2015)

A successful completion of 12 Units (4 core and 8 Elective Units are required to achieve this qualification.

CODE	DESCRIPTION
CORE	
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
ELECTIVES	
BSBCUS501	Manage quality customer service
BSBMGT516	Facilitate continuous improvement
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBWOR501	Manage personal work priorities and professional development
BSBWHS501	Ensure a safe workplace
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBADM502	Manage meetings

Entry Requirements

The training Package has no specific requirements. However experience is desirable

Domestic Students

- Entry into this course requires successful completion of an Australian Year 12 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation submitted will also be considered.
- In addition to meeting the academic requirements applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
- Mature age learners (25+) will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

Springvale campus:

10 Blissington Street, Springvale Vic 3171 | Telephone: +61 3 9547 4650 | Fax: +61 3 9547 4060

Email: info@aust-education.com.au

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Mode of Delivery:

Face to face: classroom. Assessment methods will be gathered by way of written tests, role play, projects, case studies and observations.

Cost of Course:

Total course tuition fees are AUD 8,850*

- Learners are able to pay the Course fee in full if they wish to, prior to the commencement of the course. However, it may be noted that, it is not the requirement of Australian Education Academy to pay more than 50 per cent up front.
- Learners can work out a more flexible payment plan to pay their tuition fees with Australian Education Academy either on monthly or on a quarterly basis, through a written agreement with Australian Education Academy

*Fees are subject to change without notice.

Commencement Date:

Please contact our office to obtain our course commencement dates.

Refund Policy and Deferments:

Please refer to our Learner Handbook available on the website for full details

Employment Opportunities:

Diploma of Leadership and Management course reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is:

- Manager

Support:

We have Student Support Officers to assist learners in adjusting to their new lifestyle and general problems they may have.

Delivery Location:

Springvale campus:

10 Blissington Street, Springvale Vic 3171

Telephone: +61 3 9547 4650 | Fax: +61 3 95474060

Email: info@aust-education.com.au

City Campus

Level 9 190 Queen Street Melbourne Vic 3000

Telephone: +61 416085723

Facilities:

- Adequate number of fully equipped Training rooms.
- Learner amenities include a kitchens with microwave and refrigerator, common room, pool table as well as male and female restroom amenities.
- Computer labs

For further information, or to obtain a Learner Prospectus and/or Application for Enrolment, please contact our offices above or visit our website:

www.aust-education.com.au

International Students

- Entry in to this course requires IELTS band score of 5.5 or equivalent in line with Department of Home Affairs regulations
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course.
- Mature age learners (25+) will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

Special Admission Requirements

- All learners must of the age of 18 years or over at the time of entry into Australia or at the scheduled course commencement, whichever is earlier.
- Learners must meet English language requirements of the qualification and Learners must meet English language requirements of the qualification or in the absence undertake an LLN test.

Numeracy and Literacy

Where appropriate, (for example an applicant who is a recent arrival in Australia and has completed their schooling in a language other than English) literacy and numeracy will be screened prior to a learner being enrolled into the course. Where it is determined that an applicant may not have sufficient English language skills to complete the qualification, they will be provided with two referrals to improve their skills before starting this qualification:

The Victorian AMES for formal assessment, placement and if necessary, specific English Language training: <http://www.ames.net.au/contact>

The Victorian Adult Literacy and Basic Education Council (VALBEC) for assistance. VALBEC is the peak body for the adult literacy and numeracy practitioners in Victoria and have a detailed list of neighbourhood houses, neighbourhood learning centres, TAFE colleges and other providers who offer literacy and numeracy programs and support throughout Victoria <https://valbec.org.au>

Exit points

At any point prior to completion of the program a learner may exit with a Statement of Attainment for one or more Units of Competency that have been assessed as competent. At successful completion of the program candidates will receive a BSB51915 - Diploma of Leadership and Management.

Australian
Qualifications
Framework

NATIONALLY RECOGNISED
TRAINING

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