



FROM POSSIBILITY TO ACTUALITY



NATIONALLY RECOGNISED TRAINING

# Diploma of Leadership and Management

National Course Code: BSB51918 CRICOS Course Code: 098741G

Duration: 65 Weeks

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

## Entry requirements

The course will be available for those students who completed year 12 or equivalent. All International Students must have an English ability at the IELTS 5.5 or equivalent.

## Vocational outcomes

This qualification provides the skills, knowledge and competencies to deal with relevant real-life situations in the workplace for an individual to function as a Manager, Project Manager or a Team Manager, Front Line Manager and Supervisors.

## Target Group

The target group for this qualification is candidates who require skills in Business and Management area. This may include local and International students with Certificate IV in leadership and Management or other relevant qualification and employees with some vocational experience but without formal supervision or management qualifications.

## Delivery Modes

CIBT uses a blended learning methodology combining classroom-based learning with computer-mediated activities as studies show blended learning improves student's interaction and satisfaction as well as increase learning outcomes. Delivery involves 20 hours per week total tuition with 13.5 hours/week of classroom-based delivery on campus and for 6.5 hours/week students would be taking part in computer-mediated activities via online Learning Management System (MOODLE).

## Course Completion

Students obtaining a 'Competent' result for all the units in this qualification will achieve Diploma of Leadership and Management. A statement of attainment will be issued only for the units in which a student has been found 'Competent'.

## Protection of fee paid in advance

Tuition fee paid in advance by student is protected under commonwealth's Tuition Protection Service (TPS). TPS is a placement and refund service for international students. The TPS is like an insurance cover for fees paid in advance. It is a single mechanism to place students when a provider fails to meet obligations or as a last resort to provide refunds of unexpended prepaid tuition fees.

## Trainers and Assessors

All CIBT trainers/assessors are highly qualified and experienced. They have TAE40116 Certificate IV in Training and Assessment or its equivalent plus suitable industry experience along with the qualification to teach Diploma of Leadership and Management.

## Assessments

Each unit will be assessed in at least 2 different ways unless otherwise required by the unit of competency. The assessment will be conducted through take home research, assignments, projects, case studies, demonstrations and presentation.

## Articulation & Pathways

Under mutual recognition the Diploma of Leadership and Management qualification and statement of Attainment awarded by CIBT will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma of Leadership and Management the students may be eligible for exemption in relevant undergraduate courses.

## RPL and Exemptions

RPL and credit transfer can be applied for at the time of enrolment or during the orientation. Students may be eligible to obtain credits for individual units as a result of experience gained in the relevant field or from previous training and education. A Fee is payable for assessing your RPL status. The information is available online in the student handbook or can be requested at the reception.

## Training and Other Facilities

CIBT trains and assesses its students from its campuses in North Sydney, Sydney City and Canberra which are fully equipped with required facilities including modern computer labs with internet access, data projectors & resources borrowing facility, printing & photocopy facility and a student common area.

## Course Structure

The 12 units of competency (4 Core and 8 Electives) are delivered throughout the 65 Weeks (45 weeks tuition and 20 weeks holiday). All units of competency must be completed to receive a Diploma of Leadership and Management qualification.

Unit Code	Unit Title	Core/Elective
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBCUS501	Manage quality customer service	Elective
BSBHRM405	Support the recruitment, selection and induction of staff	Elective
BSBMGT502	Manage people performance	Elective
BSBPMG522	Undertake project work	Elective
BSBRISK501	Manage risk	Elective
BSBMGT605	Provide leadership across organisation	Elective
BSBHRM512	Develop and manage performance management processes	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

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