



**BSB50215 Diploma of Business &
BSB51915 Diploma of Leadership and Management**

Course Information

LET Training
www.lettraining.com.au



BSB50215 Diploma of Business & BSB51915 Diploma of Leadership and Management

The course is nationally accredited by the Australian Government under the Australian Skills Quality Authority (ASQA).

BSB50215 Diploma of Business This diploma qualification provides the skills and knowledge needed to be a successful business leader and manager. It would appeal to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

BSB51915 Diploma of Leadership & Management will equip you with the knowledge and skills needed to achieve your career goals in management. You will analyse the latest management theories, management styles, organisation strategy, risk management, and learn how to effectively manage and lead teams using proven communication solutions. You will also learn how to attract and retain the best talent to achieve business goals, and build a competitive advantage.

This Diploma of Management explains for you the best way to influence results as a manager. Whether you are currently in a management role, or are seeking to get there, this course provides the key information you need to succeed as a leader and manager.

How does this course work?

Online Learning – any time, any place, with maximum flexibility:

- ❖ Easy-to-read course materials
- ❖ Telephone Support from Accredited Trainers
- ❖ Email Support from Accredited Trainers
- ❖ Fast Assessment response

Online learning allows you to start a course when and where it is convenient for you to study.

When does the course commence?

You can enrol in this course at any time and start straight after registration.

Is there a maximum course completion time?

From the date of enrolment registration, you have up to **24 months** to complete these dual qualification, and many complete it in less time.

We find our students complete this qualification in varying time frames. It really does depend on your life situation, and time availability.

Is there a minimum course completion time?

No – there is no minimum course time-frame.

You can complete the qualification as quickly as you choose.

What is the average course completion time-frame?

We have found students that are genuinely motivated to progress through the course are able to complete the full course in less than 15 months.

Indicatively, it may take you on average 60-70 hours to complete a unit of competency, though depending on your existing skill and knowledge levels.

The key factors that influence course completion is a student's experience, time availability and work rate.

How do I access to learning support?

You are very well supported throughout your course.

You have the access to discuss your course work on a one-on-one basis with a specialist Trainer via:

- ❖ Telephone; or
- ❖ Email; or
- ❖ Skype

Between Monday to Friday 9am to 5pm as you progress through the course, so you won't feel alone.

Entry and Study Requirements

You can enrol and start at any time!

We are committed to seeing you through your course. We have determined the following requirements to ensure you have the best chance of successfully completing your course:

- ❖ Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- ❖ Non-Year12: Completion of post-secondary studies or at least 6 months' work experience; and
- ❖ Have access to a fully-functional computer / smart device loaded with a web browser and appropriate software applications to read PDF files, produce documents, and analyse information and data; and
- ❖ Have access to reliable Internet Access; and
- ❖ Have a current valid email account for learning and assessment communication; and
- ❖ Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- ❖ Successfully complete all assessment tasks to the required published standard.

Accreditation

The following two qualifications have National recognition under the Australian Qualifications Framework (AQF).

Consistent with qualification rules, the qualification offered by LET Training comprises the following units of competency. However, if you wish to change elective unit/s to meet your training needs, please speak to one of our friendly learning and development advisors.

To be awarded these two qualifications, total **14 units of competency** to be completed.

Diploma of Business, **8 units of competency** are required:

Elective units (8):

- ❖ BSBADM502 Manage meetings
- ❖ BSBHRM501 Manage human resources services
- ❖ BSBHRM506 Manage recruitment selection and induction processes
- ❖ BSBHRM513 Manage workforce planning
- ❖ BSBLDR502 Lead and manage workplace relations
- ❖ BSBMGT516 Facilitate continuous improvement
- ❖ BSBPMG522 Undertake project work
- ❖ BSBRSK501 Manage risks

Diploma of Leadership and Management, **12 units of competency** are required:

Core units (4):

- ❖ BSBLDR501 Develop and use emotional intelligence
- ❖ BSBLDR502 Lead and manage effective workplace relationships
- ❖ BSBMGT517 Manage operational plan
- ❖ BSBWOR502 Lead and manage team effectiveness

Elective units (8):

- ❖ BSBHRM506 Manage recruitment selection and induction processes
- ❖ BSBMGT502 Manage people performance
- ❖ BSBWHS501 Ensure a safe workplace
- ❖ BSBPMG522 Undertake project work
- ❖ BSBRSK501 Manage risk
- ❖ BSBMGT516 Facilitate continuous improvement
- ❖ BSBADM502 Manage meetings
- ❖ BSBLED501 Develop a workplace learning environment

Skills Needed for Your Study

- ❖ **Language and literacy skills** at a level that enables you to read, interpret, communicate, and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues;
- ❖ **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems;
- ❖ **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data;
- ❖ **The ability to research information and data** from a variety of sources;

Assessments

Upon enrolment, you will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- ❖ Complete projects and/or portfolios of evidence;
- ❖ Answer a series of knowledge-based questions;
- ❖ Participate in interviews with your assessor.

You will submit your evidence for evaluation to the Assessor, who will continue to maintain contact with you during the assessment decision-making process.

You will be provided with opportunities to adjust & resubmit your assessments based on the assessor's feedback.

Career Opportunities

Supervisors and team leaders are needed in all sectors of the economy. Managing people and resources is a critical function of business, and there are different levels of management when it comes to leadership and management job roles.

What job roles exist?

- ❖ Executive Officer
- ❖ General Manager
- ❖ Office Manager
- ❖ Operations Manager
- ❖ Business Development Manager
- ❖ Business Development Manager
- ❖ Senior Manager/Head of Strategy
- ❖ Head of Accounts Management
- ❖ Head of People and Culture

Recognition of prior learning (RPL)

For those currently working in a management and leadership position, with over 5 years business management experience, ask our friendly course consultants about our Recognition of Prior Learning (RPL) solution eligibility. Our expert trainer will develop a tailored training plan for you based on your existing role and experience.

Study pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which takes into account the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in Student Handbook.

Future education pathways

After successfully completing BSB50215 Diploma of Business and BSB51915 Diploma of Leadership and Management, you may like to enrol in LET Training's BSB61015 Advanced Diploma of Leadership.

Contact LET Training

For further information or enrolment, please go to:

- ❖ Phone: (02) 9633 3929
- ❖ E-mail: info@lettraining.com.au

LET Training offers arrange of business, management, WHS and administration qualification courses, check out our special offers at: www.lettraining.com.au.

