START LEARNING

Kickstart your career with a nationally recognised course

BSB50420

Diploma of Leadership and Management

Course Information

BSB50420
Diploma of Leadership and Management

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training?

NATIONALLY RECOGNISED TRAINING

RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929

Affordable
Competitive Course Price

Adaptable
Study Anywhere at Any Time

Approachable
Unlimited Trainer Support

Acheivable
Fast Assessment Response

Course Overview

BSB50420

Diploma of Leadership and Management

Delivery mode:
Online (Self-paced)

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

Units of Study

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **12 units of competency**. LET Training offers the following units:

Core units (5):

- 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 (7):

- BSBFIN501   Manage budgets and financial plans
- BSBLDR522   Manage people performance
- BSBOPS503   Develop administrative systems
- BSBOPS504   Manage business risk
- BSBSTR502   Facilitate continuous improvement
- BSBWHS521   Ensure a safe workplace for a work area

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Entry and study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or Non-Year 12: Completion of post-secondary studies; or

- Have at least 2 years' work experience; and

- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and

- Have reliable internet access; and

- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and

- Participating in interactive assessment activities and interviews as required.

Skills needed for studying:

- **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, participate in web based communications, read PDF files, produce documents, analyse information and data.

- **Research skills** to be able to research information and data from a variety of sources.

- **Attention to details** to successfully complete all assessment tasks to the required published standard.

How to study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, **you have up to 12 months to complete this qualification**, but you may complete it in less time.

- We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.

- We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.

- On average it may take you 50-60 hours to complete a unit of competency. However this will be influenced by your experience, time availability and work rate.

Assessments

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

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams).

Career Opportunities

Successful completion of Diploma of Leadership and Management can qualify you for a range of roles and positions, including:

- Leaders and Managers
- Business Advisors
- Corporate Department Managers

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers 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 considers 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 the LET Training Student Handbook.

Future education pathways

After successfully completing the Diploma of Leadership and Management, you may like to enrol in LET Training's Advanced Diploma of Leadership and Management or Advanced Diploma of business for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:

www.lettraining.com.au

(02) 9633 3929

enquire@lettraining.com.au

Appendix – Course Unit Information

BSB50420 Diploma of Leadership and Management

Unit of competency	Applications
BSBCMM511 Communicate with influence	This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders. The unit applies to managers and leaders required to identify, analyse, synthesise and act on information from a range of sources, and deal with unpredictable problems as part of their job role. They use initiative and judgement to organise the work of self and others and plan, evaluate and coordinate the work of teams.
BSBCRT511 Develop critical thinking in others	This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context. The unit applies to individuals who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles. This unit applies to individuals who are typically responsible for leading teams.
BSBLDR523 Lead and manage effective workplace relationships	This unit describes the skills and knowledge required to lead and manage effective workplace relationships. The unit applies to individuals in leadership or management positions who have a prominent role in establishing and managing processes and procedures to support workplace relationships. These individuals apply the values, goals and cultural diversity policies of the organisation. They use complex and diverse methods and procedures as well as a range of problem solving and decision making strategies, which require the exercise of considerable discretion and judgement
BSBOPS502 Manage business operational plans	This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability. The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.
BSBPEF502 Develop and use emotional intelligence	This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace. The unit applies to individuals who are required to identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems as part of their job role. These individuals may be responsible for leading a team or work area.
BSBTWK502 Manage team effectiveness	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation. The unit applies to individuals working at a managerial level who lead and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement. It will also involve using a range of problem solving and decision-making strategies.

BSBFIN501 Manage budgets and financial plans	This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating the effectiveness of financial management processes.
	The unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.
BSBLDR522 Manage people performance	This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.
	The unit applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.
BSBOPS503 Develop administrative systems	This unit describes the skills and knowledge required to plan for or review the requirements of administrative systems and procedures for implementing, monitoring and reviewing the system.
	The unit applies to individuals employed in a range of work environments in senior administrative roles.
BSBOPS504 Manage business risk	This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.
	The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.
BSBSTR502 Facilitate continuous improvement	This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements.
	The unit applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives. At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.
BSBWHS521 Ensure a safe workplace for a work area	This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.
	The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example, persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.