

# BSB51915 Diploma of Leadership and Management



Our Diploma of Leadership and Management has been created for people who are looking to develop their leadership and management skills

This program covers important areas such as the management of ourselves, other people, the leadership of teams, operational plans, customer service and individual organisational performance.

Completing this qualification can lead to a career in a wide range of fields including marketing, retailing, human resources, management, logistics or administration

With this fully accredited Diploma of Leadership and Management, it will assist you to become a more effective leader or manager and contribute to your organisational development

## Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses



- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as organisation-based courses so that you can take your studies

**Course Duration** maximum timeframe 18 months (NB: could be completed earlier)



## Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Should have some work experience within the office environment
- Successfully complete all assessment tasks within the required timeframes

## Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

## Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- Project Manager
- team Leader
- Manager
- Chief Executive Officer
- Business manager

# Business College Online - Dragon College of Business

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## RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

## Total of 12 units of competency required to complete this Qualification

You may choose from the list below a maximum of 8 units in total.

Additional units may be selected by request only

### Course units (4 Units)

BSBLED501	Develop and use emotional intelligence
BSBMGT517	Manage operational Plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

## Elective Units of Competency (2)

### Group A - (4) units

BSBCUS501	Manage quality customer service
BSBPMG522	Undertake project work
BSBMGT502	Manage people performance
BSBWOR501	Manage personal work priorities and professional development

### General Elective Units

#### Select the remain 4 units from this group

BSBHRM405	Support the recruitment, selection and induction of staff
BSBINN502	Build and sustain and innovative work environment
BSBLDR503	Communicate with influence
BSBMGT516	Facilitate continuous improvement
BSBMGT518	Develop organisation policy
BSBADM502	Manage meetings
BSBCOM503	Develop processes for the management of breaches in compliance requirements
BSBFRA502	Manage a franchise operation
BSBHRM511	Manage expatriate staff
BSBHRM512	Develop and manage performance-management processes
BSBHRM513	Manage workforce planning
BSBINN501	Establish systems that support innovation
BSBLED501	Develop a workplace learning environment

## Learning Outcomes

- Access the latest thinking about business and management and apply this to your current and future roles
- Learn how to organise many of the critical functions in every organisation, including teams, projects, meetings, and the performance of yourself and your colleagues
- Develop skills in marketing planning and strategy and strategy implementation
- Become a more effective team leader and team participant
- Practise more effective ways of managing your own work-life
- Provides the foundation for advanced studies in business and for future roles in business management
- Consider how managing key stakeholders such as customers can be undertaken more effectively

## Assessment

Our Diploma of Business has been designed for the use of both distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



## E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



## Elective Units of Competency - Continued

BSBFIM501	Manage budgets and financial plans
BSBIPR501	Manage intellectual property to protect and grow business
BSBMGT519	Incorporate digital solutions into plans and practices
BSBMGT520	Plan and manage the flexible workforce
BSBLDR504	Implement diversity in the workplace
BSBRSK501	Manage risk
BSBWHS501	Ensure a safe workplace
BSBINM501	Manage an information or knowledge management system
BSBMGT521	Plan, implement and review a quality assurance program
BSBMKG507	Interpret market trends and developments
BSBMKG512	Forecast international market and business needs
BSBREL502	Build international business networks
BSBSLS501	Develop a sales plan
BSBSLS502	Lead and manage a sales team
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK510	Manage employee relations

