

## BSB50420: Diploma of Leadership and Management Information Sheet

To enrol in **Diploma of Leadership and Management**, we require the following documentation:

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|-----------------------------------|--|------------|
| ✓ Participant Details Form        | ✓ Proof of Australian Residency                  | ✓ Photo ID |
| ✓ Unique Student Identifier (USI) | ✓ Copy of prior qualifications (credit transfer) | ✓ Consent  |

On the first day of class (Orientation Day) you will be provided with a text book, workbooks and final assessment books.

### Target Group

Whilst this qualification is available to individuals from all industries, Training Beyond 2000 Pty Limited provides specialist training tailored to address the industry needs of aged care providers operating within the Community Services and Health Industry. Therefore, this qualification is aimed at workers working in the Community Services and Health/Aged Care Industry.

### Entry Requirements

Nil.

### Qualification 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.

The course is **1 to 2 years** in duration. You are expected to undertake the following:

- Attend face to face training in the classroom for 6 hours per day/once every 6 to 8 weeks (as per your Training and Assessment Plan), being up to approximately 42 hours face-to-face training in total. If you are unable to attend a session, please contact your trainer.
- Additional face-to-face tutorial sessions will also be available for all students to attend.
- Undertake self-directed learning of approximately **11 to 22 hours** per week, depending upon whether you complete the course in one or two years.
- Complete the assessment tasks in your Final Assessment book. Assessment due dates can be found on your Training and Assessment Plan (timetable). If you are unable to submit your assessment(s) on time, please ask your trainer for an extension.
- Advise your trainer if you are having any problems so they can assist you.

The volume of training for this qualification has been determined after having regard to the requirements and complexity of the qualification, the likely profile of the typical participants and the mode of delivery. Having



regard to these factors, the volume of training is considered sufficient to enable a participant to satisfy the requirements of the qualification and gain the specified requisite skills and knowledge.

Once you have satisfactorily completed the final assessment tasks for each unit, you will be awarded with a nationally recognised qualification being **BSB50420 Diploma of Leadership and Management**. In the event you fail to complete the course or should you move to another state, Training Beyond 2000 will issue a Statement of Attainment for the units you completed. Any Registered Training Organisation can issue credits for these units where appropriate, if you decide to complete your qualification at a later date.

### Course Cost

This course is being **funded by the Department of Education**, Smart and Skilled and Training Beyond 2000 must report regular student progress to the Department. This training is supported by your employer and, should you require assistance, they are there to help.

*If your 2 year contract is due to expire and you have not submitted any assessments within the first 12 months, nor communicated valid reasons to your trainer, we will assume you have ceased studies and we will withdraw you from this funded training.*

You may be eligible for government subsidised training under NSW Government or Commonwealth Government programs providing you meet specific eligibility criteria. More information is available in our Participant Information Handbook, which can be found on our website.

Participants who are not eligible to receive subsidised funding for this qualification will be able to enrol in this qualification for a total cost of \$2,820. A deposit of \$300 is required to secure your place in the class. The qualification cost can be paid in instalments. Participants need to contact the Director to work out a payment instalment plan.

### Packaging Rules

Total Number of Units: 12	Number of Core Units: 6	Number of Elective Units: 6
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Core (6 Units)		Electives (6 Units)	
BSBCMM511	Communicate with influence.	BSBOPS505	Manage organisational customer service.
BSBCRT511	Develop critical thinking in others.	BSBFIN501	Manage budgets and financial plans
BSBOPS502	Manage business operational plans.	BSBLDR522	Manage people performance
BSBLDR523	Lead and manage effective workplace relationships	BSBSTR502	Facilitate continuous improvement
BSBTWK502	Manage team effectiveness.	BSBOPS504	Manage business risk.
BSBPEF502	Develop and use emotional intelligence.	BSBAUD412	Work within compliance frameworks.