

Diploma of Leadership and Management

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.

CURRENCY:

<https://training.gov.au/Training/Details/BSB51915>

PRE-REQUISITES:

There are no pre-requisites required for entry into this qualification.

STUDY OPTIONS:

This course can be undertaken:

- As a customised program delivered to groups and/ or individuals on-site or in the workplace
- By Recognition of Prior Learning (RPL) <http://riiskillscentre.com.au/AQF-RP-An-Explanation.pdf>

START DATES:

Intakes for customised programs are ongoing throughout the year. Delivery can be undertaken in the workplace in consultation with your employer.

Enrolment for RPL can be undertaken at any time.

DELIVERY VENUE:

TBA pending client student requirements.

WORKPLACE ARRANGEMENTS:

As this qualification is largely assessed in the workplace, sequencing of assessment and any identified training required (as found during the assessment process) and further due to operating constraints of the student company, there is no formalised delivery assessment time table proposed. The opportunity to cluster elements for assessment will be adopted should the opportunity present itself at any time.

During the initial consultation phase with the client, Rii will determine whether suitable plant and equipment is available / in use by the client and that access be given to the participant to enable training / assessment to be undertaken at a pre-determined time.

COURSE DURATION:

The qualification is to be delivered over 12 months, student dependent.

Diploma of Leadership and Management

MODE OF DELIVERY:

This training program is to be delivered as a combination of face to face and on the job training.

TYPES OF ASSESSMENT:

Using suitable selected assessment tools, pending client student requirements and delivery mode.

Assessment tools may include:

- Written assessment
- Workbook
- Projects
- RPL
- Task observation
- Verbal questioning

COURSE MATERIALS:

All materials supplied by the RTO.

COURSE STRUCTURE:

To obtain this qualification, a total of 12 units must be completed.

- 4 Core Units
- 8 of the electives, of which:
 - 4 elective units must be selected from Group A
 - up to 4 may be additional units from Group A or Group B
 - if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package
 - if not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units		
Code	Unit name	Hours
BSBLDR501	Develop and use emotional intelligence	60
BSBMGT517	Manage operational plan	70
BSBLDR502	Lead and manage effective workplace relationships	50
BSBWOR502	Lead and manage team effectiveness	60

Elective Units		
Group A		
Code	Unit name	Hours
BSBCUS501	Manage quality customer service	40
BSBFIM501	Manage budgets and financial plans	70

Diploma of Leadership and Management

Elective Units		
BSBHRM405	Support the recruitment, selection and induction staff	50
BSBINN502	Build and sustain an innovative work environment	50
BSBIPR501	Manage intellectual property to protect and grow business	60
BSBLDR503	Communicate with influence	60
BSBLDR504	Implement diversity in the workplace	60
BSBMGT502	Manage people performance	70
BSBMGT516	Facilitate continuous improvement	60
BSBMGT518	Develop organisation policy	60
BSBMGT519	Incorporate digital solutions into plans and practices	60
BSBMGT520	Plan and manage the flexible workforce	60
BSBPMG522	Undertake project work	60
BSBRISK501	Manage risk	60
BSBWHS501	Ensure a safe workplace	60
BSBWOR501	Manage personal work priorities and professional development	60
Group B		
Code	Unit name	Hours
BSBADM502	Manage meetings	30
BSBCOM503	Develop processes for the management of breaches in compliance requirements	30
BSBFRA502	Manage a franchise operation	50
BSBHRM511	Manage expatriate staff	60
BSBHRM512	Develop and manage performance-management processes	60
BSBHRM513	Manage workforce planning	60
BSBINM501	Manage an information or knowledge management system	50
BSBINN501	Establish systems that support innovation	50
BSBLED501	Develop a workplace learning environment	60
BSBMGT521	Plan, implement and review a quality assurance program	70
BSBMKG507	Interpret market trends and developments	50
BSBMKG512	Forecast international market and business needs	50
BSBREL502	Build international business networks	50
BSBSLS501	Develop a sales plan	70
BSBSLS502	Lead and manage a sales team	60
BSBSUS501	Develop workplace policy and procedures for sustainability	50
BSBWRK510	Manage employee relations	80

CAREER & PATHWAYS:

Career opportunities include a Manager.

Diploma of Leadership and Management

After achieving the BSB51915 Diploma of Leadership and Management, candidates may undertake BSB61015 Advanced Diploma of Leadership and Management.

FUNDING:

Not available for this course.

STUDENT SUPPORT:

Refer Rii's Student Handbook located on our website <http://www.riiskillscentre.com.au>

DELIVERY BY THIRD PARTY:

This course is delivered in Tasmania on behalf of Rii Skills Centre by:

Tasmanian Safety & Training Services

t: 0499 526 627

e: training@tsts.net.au

ACCREDITATION:

Qualifications granted by Rii Skills Centre have been endorsed by the Australian Skills Quality Authority (ASQA).

Rii Skills Centre is a registered training organisation (RTO) listed on the website.

www.training.gov.au

Our national provider number is 32326.

We hold registration to deliver this qualification which is nationally recognised and comes from the nationally endorsed *BSB Business Services Training Package*.

A Diploma recognised within the Australian Qualification Framework (AQF) will be issued if the full qualification is completed, a Statement of Attainment for individual units successfully completed when the whole qualification is not completed.

To find out more, contact the Rii team at enquiries@riiskillscentre.com.au

