



# BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT

**CRICOS Course Code:** 098912E

**National Qualification Code:** BSB51918

**Course Duration:** 52 Weeks (Includes term breaks)

**Delivery arrangement:** Face to Face and Online

**Next start dates:** See website for details or contact admissions

## COURSE DESCRIPTION

The Diploma of Leadership and Management has been designed for individuals who apply knowledge, practical skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals develop the ability to use initiative and judgement to plan, organise, implement and monitor their own workload and the workload of others. There is focus on the communication skills to support individuals and teams.

## STUDY AND ENJOY MULTICULTURAL BURWOOD

Skyline International College is just 12 minutes by train from the heart of the city of Sydney. The campus is in the center of Burwood and is just 2 minutes from the Burwood train station or bus stop. Burwood is multicultural and is a destination for international students to live and work.

## ENTRY REQUIREMENTS

International students must be 17 years or older and provide evidence to demonstrate both academic and English language entry requirements as follows:

Academic Requirements:

- Successful completion of Year 12 or equivalent; or other relevant qualification/s

English Language Requirements:

- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre

Any AQF qualification at the Certificate III level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements. However, preferred pathway would be completion of Certificate IV in Business.

## RESOURCES REQUIREMENTS

We supply access to your course materials through eSpace (Moodle platform) and course handouts. The course materials fee is \$200.

You can buy the course textbooks and workbooks if you wish. We have computers and student access at College, required software's (eg, Microsoft suite) are installed in college computers for students to use.

## VOCATIONAL OUTCOME

Occupational titles suited to our choice of electives may include:

- Manager
- Supervisor
- Team Leader

## COURSE STRUCTURE

Our course has been designed to meet the requirements for the BSB51918 Diploma of Leadership and Management. It contains 12 units of competency as follows:

- 4 core units
- 8 elective units

Unit Code	Unit Title	Core/Elective
BSBLDR511	Develop and use emotional intelligence	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBMGT517	Manage operational plan	Core
BSBHRM405	Support the recruitment, selection and induction staff	Elective
BSBPMG522	Undertake project work	Elective
BSBSK501	Manage risk	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBADM502	Manage meetings	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBMKG506	Plan market research	Elective
BSBMKG507	Interpret market trends and developments	Elective

## DELIVERY METHODS

The course is delivered across 36 weeks over 4 terms.

The delivery mode is blended delivery mode combining classroom and online delivery.

**Classroom learning** This blended mode means we conduct face to face delivery for 15 hours per week supplemented by structured online learning for 5 hours per week. Once you start the course, the trainers will explain how the classes will run 15 hours per week in classroom. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work.

**Structured online learning** There is an extra 5 hours per week programmed outside class time when you revise and practice to reinforce classroom learning. The online learning is set up by unit and weeks so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

## SAMPLE TIMETABLE

Day	Face to Face (15 hours/week)	Online (5 hours/week)
Monday	8.00 am - 4.00 pm	Self-Study (at your own time).
Tuesday	Lectures, group work, oral work, case studies, business simulation, practice	Revise and practice classroom learning.

## **ASSESSMENTS**

Students are required to complete a range of tasks as part of the assessment requirements for each unit. Each unit assessment takes about 5-10 hours outside of class hours. Assessments methods may include:

- Projects
- Case studies
- Short written knowledge questions/tests
- Web based research and reports
- Discussions and demonstrations and
- Presentations

## **RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)**

RPL and credit transfer (CT) can be applied for at the time of enrolment or during orientation and the original or certified copy must be provided. A fee is payable for assessing your RPL status or processing your credit transfer. please refer to our price lists in the handbook and website. If credit is granted, international students may have their course and visa shortened.

## **COURSE COMPLETION**

Upon successful completion of all the required units of this course, you will receive a nationally recognised qualification in BSB51918 Diploma of Leadership and Management. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a BSB51918 Diploma of Leadership and Management.

## **PATHWAYS**

Under mutual recognition, the Certificate qualification and Statement of Attainment awarded by Skyline International College will be recognized by other RTOs Australia wide. Upon successful completion of this course, students may choose to study:

- An undergraduate degree at universities or higher education providers that are willing to accept your credentials and experience (subject to higher education providers course entry requirements).

## **TRAINING AND OTHER FACILITIES**

Skyline International College campus is fully equipped with required facilities including modern computer lab with internet access, data projector and resources borrowing facility, printing and photocopying facility and a student common area.

## **SKYLINE INTERNATIONAL COLLEGE CONTACT DETAILS**

Suite 701, Lvl 7 and Suite 508, Lvl 5, 11-15 Deane Street  
Burwood NSW 2134, Australia

Tel: 1300 807 383

Email: [info@sic.edu.au](mailto:info@sic.edu.au) Website: [www.sic.edu.au](http://www.sic.edu.au)

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ABN: 15 614 078 232

RTO ID: 45233

CRICOS Provider Code: 03639C