

**BSB50420****DIPLOMA OF LEADERSHIP & MANAGEMENT****CRICOS Course Code:** 104344M**National Qualification Code:** BSB50420**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 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.

**STUDY AND ENJOY MULTICULTURAL BURWOOD**

Skyline International College, Burwood campus 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 of walk 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 6.0 overall, no less than 5.5 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.

**RESOURCE 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. We expect students to have digital skills to use a computer. At orientation and at the start of the course we provide training in how to use our eSpace platform.

## 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 BSB50420 Diploma of Leadership and Management. It contains 12 units of competency as follows:

- 6 core units
- 6 elective units

Unit Code	Unit Title	Core/Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBHRM415	Coordinate recruitment and onboarding	Elective
BSBPMG430	Undertake project work	Elective
BSBOPS504	Manage business risk	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTWK503	Manage meetings	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective

## DELIVERY METHODS

The course is delivered across 36 weeks over 4 terms.

We use a blended delivery approach combining on campus 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

Session	Face to Face (15 hours/week)	Online (5 hours/week)
<b>Day option</b> 2 days 8.00 am - 4.00 pm	Lectures, group work, oral work, case studies, business simulation, practice	Self-Study (in your own time). Revise and

<b>Evening option</b> 3 evenings 4.15pm – 9.30pm		practice classroom learning.
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## ASSESSMENTS

Students are required to complete a range of assessment tasks for each unit. As a guide you will need up to 20 hours per unit outside of class hours to work on your assessments. Some assessments are tests and practicals that are conducted in class time.

Assessment methods may include:

- Short written knowledge questions/tests
- Projects
- Case studies
- Web based research and reports
- Practical demonstrations in our simulated business office
- Presentations

## EDUCATION SUPPORT

Skyline International College provides support services for student who are unable to attend on campus or need other education support to keep studying. See out student handbook for details of the range of services and options in place including adjustments for COVID-19 conditions.

## 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 BSB50420 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 BSB50420 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 Advanced Diploma or higher-level course at Skyline International College
- An industry occupation course in Kitchen Management, Hospitality or Automotive at Skyline International College
- 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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