



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

Skyline International College (SIC) follows the BSB Training package guidance for the entry requirements for this qualification. There are no entry requirements for this qualification and direct entry is accepted.

Age and Academic Requirements:

International students must be 17 years or older and minimum completion of Australian Year 12 secondary school education equivalent or above.

English Language Requirements:

- Academic IELTS 6.0 overall, no less than 5.5 in each band, upper intermediate, or EAP from an approved ELICOS/ESL center.
- 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.
- Successfully complete the Language, Literacy, and Numeracy (LLN) and Digital literacy assessment provided by SIC prior to finalization of enrolment.

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

5 hours per week is scheduled contact hours in eSpace – it is a structured online delivery.

The trainer explains the learning activities that must be completed each week in the 5 hours allocated to self-directed learning in this blended mode through eSpace. Students complete the study in eSpace on their own outside of the set classroom hours. Students will be expected to have completed this online learning to keep up with the session work.

Additional self-study

The trainer explains the learning activities that must be completed each session. There is a lot of content and the overseas students may need extra time to absorb the classroom learning. Students complete extra self- managed study approximately 10 hours per week in the platform on their own outside of the set classroom hours. This is recommended to do study and homework and is not monitored for training hours. Students will be expected to complete this as homework to keep up with the class work. This is not monitored by the trainer and is NOT counted in the 20 scheduled contact hours per week. These hours are counted as volume of learning hours and are additional to the amount of training hours.

SAMPLE TIMETABLE

Session	Face to Face (15 hours/week)	Online (5 hours/week)
Day option 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 practice classroom learning.
Evening option 3 evenings 4.15pm – 9.30pm		

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

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, 11-15 Deane Street, Burwood NSW 2134, Australia

Tel: 1300 807 383 Email: info@sic.edu.au Website: www.sic.edu.au

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