



**DURATION**  
**52 Weeks**

## **BSB50420 Diploma of Leadership and Management**

*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 will display initiative and judgement in planning, organising, implementing and monitoring their 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 unforeseen problems, and identify, analyse and synthesise information from various sources. No licensing, legislative or certification requirements apply to this qualification at the time of publication.*

### **ENTRY REQUIREMENTS**

**Entry into this program requires International Students to fulfil requirements as listed below:**

- ✚ *Must be 18 years of age or over.*
- ✚ *Completed year 12 (HSC or equivalent)*
- ✚ *Minimum 5.5 IELTS score or equivalent*
- ✚ *International students are required to hold Overseas Student Health Insurance cover for the duration of the course*
- ✚ *Students must also hold a current and valid passport, a valid study visa that covers the duration of study for the course*
- ✚ *Mature age students will also be considered without the minimum education requirements but with relevant work experience. A minimum of 5 years' experience would generally be expected.*

### **DELIVERY MODE**

*A blended combination face to face simulated/theory instruction, self-directed learning, simulated training, and final assessment*

### **EMPLOYMENT PATHWAY**

*Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:*

- ✚ *Business Development Manager*
- ✚ *Business Services Manager*
- ✚ *Compliance Officer*
- ✚ *Human Resources Manager*
- ✚ *Organisational Development Advisor*

*Visit for more information: <http://www.myskills.gov.au/courses/details?Code=BSB50420>*

## AWARD

To be eligible for the BSB50420 Diploma of Leadership and Management award, learners must complete a total of 12 units, 6 core units 6 electives.

Students who complete this nationally recognised qualification awarded a certificate for the BSB50420 Diploma of Leadership and Management

A Statement of Attainment issued for any unit of competency deemed competent if the full qualification completed. Awards generated after successful completion of this course and full payment and a verified USI received

## CORE UNITS

- BSBCMM511 Communicate with influence
- BSBCRT511 Develop critical thinking in others
- BSBLDR523 Lead and manage effective workplace relationships
- BSBOPS502 Manage business operational plans
- BSBPEF502 Develop and use emotional intelligence
- BSBTWK502 Manage team effectiveness

## ELECTIVE UNITS

- BSBLDR522 Manage people performance
- BSBHRM415 Coordinate recruitment and onboarding
- BSBFIN501 Manage budgets and financial plans
- BSBOPS504 Manage business risk
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBTWK503 Manage meetings

## DURATION

52 weeks– 48 weeks study and (4) weeks holiday

## LOCATION

Before the commencement of training, a schedule referred to as the student program guide/training plan will be provided. All training and assessment services will take place off the job.

Theory/Practical training: Level 6 68 Grenfell Street Adelaide SA 5000

## HOW WILL I BE ASSESSED FOR THIS COURSE?

Allocated timeframes and task requirements reflected in the timetable. Learners provided with instructions for each task. Instructions to the assessor provided to guide the learner

If students have concerns about starting the assessment, they should raise these concerns with the trainer for action before assessing. The trainer will decide if more time is required, and an intervention strategy to support student needs is required. A support plan is implemented by the trainer/assessor as needed.

Source documents for each unit assessment for the learner include:

- Record of assessment
- Task 1: Knowledge Overview Assessment Workbook 1 – Written assessment can include questions and answers, case study, project work. This assessment is mapped to the Knowledge evidence
- Task 2: Knowledge & Practical Application Assessment Workbook 2 – This is a combination of workplace Practical and/or Simulation containing project and observation assessment

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|---|--------------|-------------|---------------|
| Document Name: FLYER BSB50420                               | Date Created | 6 July 2022 | Page   2 of 4 |
| Woodstock International College / RTO: 45824 CRICOS: 03999A |              |             | Version 2.0   |

## ENTRY INTO THE QUALIFICATION

Entry into this program requires International Students to fulfil requirements as listed below:

There are no formal entry requirements into this qualification; however, participants must meet the following criteria to enter into the program:

Satisfactory completion of studies in the applicant's home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications. Refer to source document policy: Entry requirements policy for Australian year 12 equivalents <http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equiquals/equivalentquals.aspx>

### OR

Mature age students will also be considered without the minimum education requirements but with relevant work experience within a chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would generally be expected, but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples, and curriculum vitae (CV) submitted will be considered

To demonstrate English proficiency, you must provide as evidence one of the following:

<https://www.education.gov.au/> and <http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>

- IELTS band score of overall 5.5 (Academic or General) or equivalent in line with the Department of Education and Department of Home Affairs (DHA) Regulations (For International Students) for specific countries.
- IELTS overall band score of 5 when packaged with at least ten weeks' English Language Intensive Course for Overseas Students (ELICOS), or
- IELTS overall band score of 4.5 when packaged with at least 20 weeks' ELICOS
- Pearson Test of English Academic – Score 42
- Cambridge English: Advanced CAE from Cambridge ESOL Test Scores
- TOEFL Test of English as a Foreign Language paper-based test
- CELS (all skills) Upper intermediate (English for Academic Purposes) certificate from recognised English language centre
- Senior Secondary Certificate of Education completed in Australia
- Certificate IV or higher completed in Australia
- Tertiary studies in the medium of English

### OR

Online Placement test, i.e. Oxford Online Placement test

<https://www.oxfordenglishtesting.com/DefaultMR.aspx?id=3034&menuId=1>

- Students must also hold a current and valid passport, a valid study visa that covers the duration of study for the course
- International students are required to hold Overseas Student Health Insurance cover for the duration of the course
- All students must be aged 18 years or over (International students) at the time of applying for admission to Woodstock International College
- Students must bring their computer equipped with Microsoft office suite

## RPL (RECOGNITION OF PRIOR LEARNING) /CREDIT TRANSFER

RPL and credit transfer apply for this course should you wish to use it for review. If recognition applies, exemptions to the training plan will be applied.

|   |              |             |               |
|---|--------------|-------------|---------------|
| Document Name: FLYER BSB50420                               | Date Created | 6 July 2022 | Page   3 of 4 |
| Woodstock International College / RTO: 45824 CRICOS: 03999A |              |             | Version 2.0   |

### CREDIT TRANSFER

If a certificate or statement of results produced and verified, a credit transfer process is initiated for units listed in the student program guide/training plan. If credits apply, exemptions will apply

### FEES AND CHARGES

- Tuition: \$9000
- \*Application/Enrolment Fee: \$350
- \*\* Material fee \$188
- \*\* Uniform: \$312

**\* The application/enrolment fee and resource fee is "zero" if the student is pathways from Certificate III to IV and then to diploma for automotive courses and diploma to Advanced diploma in BSB courses.**

**\*\* Material and uniform fees are subject to change at the time of purchase**

**Note: Certificates or SOAs will not be issued until payment made and a USI is registered**

Refer to the fees document statement provided or visit our website [www.woodstock.sa.edu.au](http://www.woodstock.sa.edu.au) for detailed information on the course costs. All fees include Application, Tuition, Uniform and Materials

### MORE INFORMATION

For any further information, refer to the student handbook



|   |              |             |               |
|---|--------------|-------------|---------------|
| Document Name: FLYER BSB50420                               | Date Created | 6 July 2022 | Page   4 of 4 |
| Woodstock International College / RTO: 45824 CRICOS: 03999A |              |             | Version 2.0   |