


## Course Brochure – BSB51918 Diploma of Leadership and Management (CRICOS Course Code: 098873G)

Course details	
Provider Name	Sarry Institute
RTO Code	45037
CRICOS Code	03550A
Location of course	Level 1, 20 Queen Street, Melbourne VIC 3030 (location to be approved by ASQA)
Delivery mode	Face to face (Classroom based)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week ( <i>may be more or less depending on learner's pre-existing skills and knowledge</i> )



### BSB51918 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 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.

#### Course Entry Requirements:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement

**Please Note:** all the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.

**Pathways:**

Once students have successfully completed BSB51918 Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB61015 Advanced Diploma of Leadership and management
- Other Advanced Diploma, Diploma or Degree programs in related fields such as business, management, marketing.
- Graduate Certificate or Graduate Diploma courses.

**Course Structure:**

A total of 12 Units (4 Core and 8 electives) must be completed and deemed competent to achieve the qualification BSB51918 Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBWOR502	Lead and manage team effectiveness	Core
BSBMGT517	Manage operational plan	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBLDR511	Develop and use emotional intelligence	Core
BSBPMG522	Undertake project work	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBMGT502	Manage people performance	Elective
BSBMGT516	Facilitate continuous improvement	Elective

Code	Title	Core/ Elective
BSBWRK520	Manage employee relations	Elective
BSBHRM513	Manage workforce planning	Elective
BSBRSK501	Manage risk	Elective
BSBSUS501	Develop workplace policy and procedure for sustainability	Elective

### **Course Progress and Attendance**

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

### **Recognition of Prior Learning (RPL)/Credit Transfer (CT)**

Sarry Institute will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. Sarry Institute has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

### **Fee information**

Please contact Sarry Institute at +61 3 8742 2131 for further details and ongoing specials (if applicable) on pricing. Please refer to Fee and Refund Policy for further details on fees and refunds arrangements

### **Further Information**

Contact the Administration Manager at [info@sarryinstitute.com.au](mailto:info@sarryinstitute.com.au) or +61 8742 2131 or refer to [www.sarryinstitute.au](http://www.sarryinstitute.au) for further information.