


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) Covid-19 flexible
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 Sarry Institute 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 Sarry Institute to identify student's needs for additional support during their study with Sarry Institute.

Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes (if schedule during Covid-19 is varied from original schedule)
- Student must have sound digital literacy.
- Where students are required to come to campus, and use the available facilities and resources, students will be advised of the date and time of the delivery and assessment, where they are required to visit the campus and complete their assessment requirements in the compliant way and in accordance with Standard 1.8 of SRTO 2015. Sarry Institute would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.
- Sarry Institute will make all possible efforts and aim to secure workplace arrangements for all enrolled students, however efforts and input from students are highly appreciated and self-arrangements may also be required during this Covid-19 outbreak.

During COVID-19 (coronavirus) outbreak, Sarry Institute will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Sarry Institute aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Sarry Institute will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how any practical components will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Classes

During Covid-19, Sarry Institute will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

Current Situation

In line with latest update (dated 2nd January 2021), access to Sarry Institute Campus is still restricted to those activity only which cannot be done at home. So, for mot student, they should continue to study remotely, unless it is required to visit the campus.

Guided by the government advice and our own assessment, we will begin permitting more essential learning, support sessions, delivery and assessment and other related activities back on campus in the coming weeks. Students will be advised from time to time. To ensure we are carefully managing the number of students, staff and trainers/assessors on campus, Sarry Institute will initially provide specific approval (on a case by case basis) for anyone to attend campus. For further details, please refer to:

<https://www.coronavirus.vic.gov.au/education-information-about-coronavirus-covid-19>

<https://www.coronavirus.vic.gov.au/work-and-study-victoria-last-step#can-i-still-go-to-my-classes-at-tafe-college-or-university>

Online options

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

Assessment

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support

All staff at Sarry Institute will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Sarry Institute will also provide online academic and language support and student support staff are always here to help.

OFFSHORE: Current and New Students

Please note that the Australian Government has closed entry into Australia. This excludes permanent resident, Australian citizens and their immediate family members.

In summary:

- Some students currently offshore will be allowed to commence their studies online.
- The admissions process will be the same.
- Students will need to have meet all language, literacy and numeracy requirements

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
BSBRK501	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

Total Course Fee \$8,000 being:

Tuition Fee AUD \$7,550

Application Fee AUD \$200

Material Fee AUD \$250

(Application fee is non-refundable under all circumstances. Please refer to Sarry Institute's refund policy and procedure for further details)

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 or +61 8742 2131 or refer to www.sarryinstitute.au for further information.