



## BSB51915 Diploma of Leadership and Management

### Course outline

<b>ANIBT Course Code:</b>	DLM_BSB51915
<b>CRICOS Code:</b>	089419D
<b>Delivery Mode:</b>	Varied: Face to Face Classroom; Workshop; Computer generated supervised learning
<b>Location:</b>	Melbourne
<b>Course Duration:</b>	12 months full time or up to 24 months part time
<b>Nominal Study Hours:</b>	800 hours
<b>Qualification Level:</b>	Diploma
<b>Nationally Recognised:</b>	Yes

### Clients and Course overview

A myriad of opportunities exist across all facets of business and government for people with professional managerial skills.

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 judgment in planning, organizing, 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

This nationally recognised qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

Typically people in managerial roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of the specific work requirements with their managerial approaches.

The Diploma of Leadership and Management offered by ANIBT will enable you achieve what you've always wanted to in the world of management. It will equip you with the skills and knowledge to manage strategic and operational areas of any organisation.

***Whether you are aspiring to become a manager in a medium or large organisation, or perhaps you are a current practising manager looking to formalise your skills, this will be an ideal course to undertake.***

#### Job Roles

Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is:

- Manager

## Program outline

### Subjects

The Diploma of Leadership and Management qualification offered by ANIBT is made up of 12 units of competency. These consist of 4 Core units and 8 elective units\* as outlined below:

#### 4 Core + 8 Elective units

Unit Code	Unit Name
<b>4 Core Units</b>	
<b>BSBLDR501</b>	<b>Develop and use emotional intelligence</b>
<b>BSBMGT517</b>	<b>Manage operational plan</b>
<b>BSBLDR502</b>	<b>Lead and manage effective workplace relationships</b>
<b>BSBWOR502</b>	<b>Lead and manage team effectiveness</b>
<b>8 Elective Units</b>	
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBMGT502	Manage people performance
BSBMGT516	Facilitate Continuous Improvement
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development
BSBINN502	Build and sustain an innovative work environment
BSBHRM506	Manage recruitment, selection, and induction processes

\* Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.

### Assessment methods

A wide variety of assessments methods will be employed to assess student's competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Presentations

## Entry requirements

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Diploma level courses the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate III or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at diploma level including:

- after achieving the BSB40812 Certificate IV in Frontline Management or other relevant qualification/s;
- providing evidence of competency in the majority of units required for the BSB40812 Certificate IV in Frontline Management or other relevant qualification/s;
- with vocational experience but without formal supervision or management qualification.

## For international students

Please check with the Australian Department of Immigration and Border Protection regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country's assessment level by reading the DIBP rules at [www.immi.gov.au/students/](http://www.immi.gov.au/students/). Be aware that the rules may be changed during 2016.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

Test	IELTS	PTE Ac	TOEFL iBT	TOEFL PBT	Cambridge
Score	5.5	42	46	527	B2 - 160-179

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student's home country is English or if English has been the language spoken in the student's home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIBP will be interviewed to ascertain their language, literacy and numeracy (LLN) skills.

All students must complete a Language, Literacy and Numeracy test at ANIBT as part of the enrolment process.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

### **Note: ANIBT may establish student's English language proficiency appropriateness' level if:**

- The student has completed 1-year study which is taught in English
- The student has successfully completed ELICOS course and the level is equivalent to IELTS 5.5
- The student passes ANCE English assessment test, under supervision by ANIBT or ANIBT representative agents (does not apply to offshore direct-application).

## Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification **BSB51915 Diploma of Leadership and Management** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).

## Course availability

ANIBT's programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom\*
- Computer generated supervised learning\*
- Workshop
- Correspondence

**\*delivery modes available for INTERNATIONAL STUDENTS – Please NOTE the CGSL can only cover up to 20% of the required 20 hours per week according to the students Visa conditions.**

ANIBT has regular intakes for its classroom based courses as follows:

<b>January</b>	Term 1 intake
<b>April</b>	Term 2 intake
<b>July</b>	Term 3 intake
<b>October</b>	Term 4 intake

ANIBT operates a rolling intake strategy for this course so a student may enter the course in any term every 3 weeks.

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements – *this applies to domestic students and students who have some form of residency other than that of a student.*

## Future pathways

After successful completion of your Diploma, you will have many other study options available to you. These may include other Diploma level courses in addition, and up to, the BSB61015 Advanced Diploma of Leadership and Management and a range of other Advanced Diploma qualifications.

## Recognition of Prior Learning (RPL)

Students with current competence and/or prior learning and industry skills can apply for recognition of current and/or prior learning. Information about RPL can be found in the Institute's Policies and Procedures manual, which is available for students on the website and is set out in the Student Handbook.

Please contact ANIBT directly on 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

## Credit Transfer (CT)

ANIBT will provide Credit Transfer to students if they can supply a relevant Certificate or Statement of Attainment issued by another RTO under Australian Qualification Framework (AQF). Credit Transfers can be granted under the following circumstances:

- Under the principles of National Recognition students are granted an automatic credit for any unit that they successfully completed at any other Registered Training Organisation (RTO).
- When the unit has exactly the same code and title.

Please contact ANIBT directly on 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

## Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.