

BSB51915 Diploma of Leadership and Management



BSB51915 Diploma of Leadership and Management This 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. Generally people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches.

No entry requirements for this qualification, preferred pathways for prospective learners entering this qualification include BSB40812 Certificate IV in Frontline Management or other relevant qualifications; or, with vocational experience in a supervisory role but no formal qualification.

Enrolment Requirements

We are committed to seeing you through your course. We have determined the following requirements to ensure you have the best chance of successfully completing your course:

- ❖ Provide *Unique Student Identifier Number (USI)*; and
- ❖ Have access to a fully-functional computer / smart device loaded with a web browser and appropriate software applications to read PDF files, produce documents, and analyse information and data; and
- ❖ Have access to a computer / smart device with reliable Internet Access; and
- ❖ Have a current valid email account for online learning and assessment communication; and
- ❖ Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- ❖ Successfully complete all assessment tasks to the required published standard; and
- ❖ Submits a certified copy of a photo ID and complete statutory declaration for assessment authenticity verification.

Skills required:

- ❖ **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety

of audiences, to provide clear information, instructions and feedback to others, and to present and address issues;'

- ❖ **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, to collect, calculate and analyse workplace data, and to solve routine workplace and operational problems;
- ❖ **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data;
- ❖ **The ability to research information and data** from a variety of sources;

Course Duration

From the date of the initial course registration/enrolment, the learner is provided a **Twelve (12) months (365 days)** timeframe to complete the course.

Delivery Arrangements

This program is delivered on online/self-paced mode with one-on-one tailored support by a dedicated Trainer/Assessor.

Online delivery via access to a dedicated Learning Management System, allowing you total control over the time, timing, place and pace at which you study and complete the assessment tasks and activities.

The Learning Management System is accessible from 7days/24 hours.

Assessment

Upon enrolment, you will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

- ❖ Complete projects and/or portfolios of evidence;
- ❖ Answer a series of knowledge-based questions;
- ❖ Participate in interviews with your assessor.

You will submit your evidence for evaluation to the Assessor, who will continue to maintain contact with you during the assessment decision-making process.

You will be provided with opportunities to adjust & resubmit your assessments based on the assessor's feedback.

Units of Study

This qualification requires completion of **twelve (12) units of competency**, 690 Nominal Hours, addressing a variety of topics and subject-matter areas.

Indicatively, it will take you on average 60 hours to complete a unit of competency, though depending on your existing skill and knowledge levels, and/or prior experience. Consistent with qualification rules the qualification offered by LET Training comprises the following units of competency.

Unit Code	Unit Title	Core / Elective	Nominal Hours
BSBLDR501	Develop and use emotional intelligence	Core	60
BSBMGT517	Manage Operational Plan	Core	60
BSBWOR502	Lead and Manage Team Effectiveness	Core	60
BSBLDR502	Lead and manage effective workplace relationships	Core	60
BSBHRM405	Support the recruitment, selection and induction of staff	Elective/A	50
BSBMGT502	Manage People Performance	Elective/A	70
BSBWHS501	Ensure a Safe Workplace	Elective/A	60
BSBPNG522	Undertake Project Work	Elective/A	60
BSBRISK501	Manage Risk	Elective/A	60
BSBMGT516	Facilitate continuous improvement	Elective/A	60
BSBADM502	Manage meetings	Elective/B	30
BSBLED501	Develop a workplace learning environment	Elective/B	60

Please note: We reserves the right to amend course structure and subject content to meet changing industry demands.

Recognition of Prior Learning (RPL)

If you believe you have competence in any of the units of competency within the qualification, you can apply to have it recognised through the Recognition of Prior Learning (RPL) process.

You will find information on the complete process in our Student Handbook, together with all necessary evidence guidelines and application documentation; your dedicated Trainer/Assessor will assist you throughout all steps in the application process. Unless the submission of insufficient evidence warrants further communication, we undertake to have all RPL applications processed in a timely manner.

Credit Transfer

Under the National Recognition system, you may also be granted exemption for units of competency you have previously completed and can substantiate through production of an Australia Qualifications Framework (AQF) Qualification or Statement of Attainment issued by any other Registered Training Organisation (RTO).

As part of the application process, you must submit certified copies in hard copy format of the relevant qualification or statement of attainment, together with evidence verifying the currency of competencies for which you are seeking recognition.

Learner Support

You always have access to a dedicated Trainer/Assessor and other support personnel to provide one-on-one tailored support at all stages of your learning journey with us – from program induction through to qualification completion.

Let us know at any stage regarding learning or language, literacy and numeracy assistance whatsoever to help you complete your program. We are here to support you in succeeding.

Please contact us for Language, Literacy & Numeracy, and/or other Learning support at:

- ❖ Phone: 02 9633 3929
- ❖ Email: admin@lettraining.com.au

Contact us for Enrolment

For further information or enrolment, please contact:

- ❖ RTO Name: LET Training and Consultation Services
- ❖ Phone: (02) 9633 3929
- ❖ E-mail: info@lettraining.com.au