



## International Students

For Domestic Students enrolment, please contact [admissions@sapiencecollege.edu.au](mailto:admissions@sapiencecollege.edu.au)

## BSB50420 - Diploma of Leadership and Management

<https://training.gov.au/Training/Details/BSB50420>

CRICOS Code: 110075K

### DESCRIPTION

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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### ACCREDITATION

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

### CLIENT GROUPS

Overseas / International students will be:

- Holding valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section or contact Sapience College (SC).

### ENTRY REQUIREMENTS

#### ***Qualification Package Entry Requirements***

No Specific entry requirements are for this course according to qualification package. Department of Human Affairs (DHA) requirements are applicable for international students.

## **SC Admission requirements**

SC has the following admission requirements for all students:

- Be 18 years of age or over.
- Entry into this course requires successful completion of an Australian Year 12 qualification or equivalent.
- Have an IELTS overall band of 6.0 or equivalent.
- Applicants are required to have successfully completed a Pre-Training Review and Language, Literacy, Numeracy (LLN) test before enrolment. ACSF level 3 is required in reading, writing, learning, oral communication, numeracy. The student may be exempted from LLN test if student has already completed an Australian Qualification of Advanced Diploma or higher level prior to enrolment.

*Note:* Unless the learner him/herself is exempt, a valid Unique Student Identifier is must for the issuance of the qualification or statement of attainment. For more assistance, please visit <https://www.usi.gov.au>.

## **LICENSING / REGULATORY INFORMATION**

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## **PATHWAY FROM THE QUALIFICATION**

### ***Training Pathway***

Further training pathways from this qualification include Advanced Diploma of Leadership and Management or other Advanced Diploma courses within the business training package.

### ***Employment Pathway***

This qualification provides a pathway to work in leadership and management role. Possible job titles include:

- Coordinator
- Store Manager
- Account Manager
- Team Leader
- Supervisor
- Middle Manager
- Office Manager

Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential career pathways within that industry.

Source: <https://www.myskills.gov.au/courses/details?Code=BSB50420>

## **TRAINING DELIVERY**

The program takes place in a classroom environment with access to a simulated environment where required. The participants in each program group will be provided with detailed learning resources to support the learning activities. These resources will include learning, assessment and other reference material relevant to the unit of competency being delivered.

## DURATION

This course is offered full time over 52 weeks including holidays (12 weeks) on a full-time basis for 20 hours per week for 40 weeks. Students need to gain competency in 12 units (6 core units and 6 elective units) to successfully complete this course.

The duration of the course for a learner may change if RPL or Credit Transfer is applicable.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

SC has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures and can be found at SC's website, which outlines in detail a process to be followed for granting recognition and credit transfer.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

## COURSE FEE

- Tuition Fee: AUD 14,000
- Material Fee: Nil
- Application / Registration Fee: AUD 200 (Non-refundable)
- RPL Fee: AUD 500 per unit

**Note:** Students will be provided the option of Easy Monthly Instalments. Students are advised contact the Institute in relation to the updated and recent fees for the course. Course fee is subject to change.

### **Terms and Conditions:**

- SC will strive to maintain highly competitive fair and reasonable fee structures.
- SC adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- SC provides details of course fees in all course information.
- SC will ensure these fees are applied and communicated to clients prior to enrolment.
- In accordance with the Standards for RTOs 2015, SC adopts the following to protect fees paid in advance:
  - Flexible payment arrangements/ options will accommodate individual circumstances.
  - Fees must be paid in full before certification will be issued.
  - Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

## COURSE STRUCTURE

The course duration has been calculated on 20 hours per week (52 weeks in total) of Training and Assessment which includes 40 weeks of Face-to-Face class room and simulated environment delivery and 12 weeks of Term Breaks. All students are expected to give few hours per unit as Self-Directed Study.

As per package rules, 12 units must be completed. These include 6 core units and 6 elective units.

## **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**

BSBWHS521	Ensure a safe workplace for a work area
BSBTWK501	Lead diversity and inclusion
BSBOPS504	Manage business risk
BSBHRM525	Manage recruitment and onboarding
BSBSTR502	Facilitate continuous improvement
BSBOPS505	Manage organisational customer service

## **COURSE COMMENCEMENT**

Please contact SC for the intake dates.

## **ASSESSMENT METHODS**

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Demonstration
- Role-play
- Projects
- Case studies

## **RESOURCES / MATERIALS**

This program takes place in a classroom environment with access to a simulated environment where required. Practical learning and assessment take place in a simulated environment. The simulated facilities are equipped with all the required resources and equipment.

Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources

- PowerPoint Slides and Handouts
- Computers with Office Suite and appropriate software
- Relevant documentation and resources according to the units' training packages

### **COMPLETION**

Upon successful completion of this course, students will receive a nationally recognised BSB50420 - Diploma of Leadership and Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB50420 - Diploma of Leadership and Management.

### **COURSE DELIVERY LOCATION**

The training delivery location is Level 1, Suite 109, 425 Docklands Dr, Docklands VIC 3008, Australia.