



**BSB51918 DIPLOMA OF  
LEADERSHIP & MANAGEMENT  
COURSE GUIDE**

# BSB51918 Diploma of Leadership & Management

## COURSE DATES

*You may commence this program at any time as we have monthly scheduled starting dates for each unit of competency.*

## COURSE DURATION

This online course is offered fulltime over a 12-month period, or part-time over a 24-month period. Students will be provided the opportunity to commence the following units/subjects upon successful completion of the previous.

The Trainer will call you to conduct a Course Entry Interview and again once enrolled, to provide an overview of the online learning portal, and set your Training Plan. At this time, you may choose either a full-time or part-time program. You will set your Assessment due dates with your Trainer, entering them into the Training Plan. Course progression will be required.

## ONLINE ASSISTED LEARNING

AEATS will provide you with your own login details for our online learning portal. The portal contains all the learning and assessment material. You will participate in group tutorials online and have access to our simulated workplace providing you with real business scenarios. Your dedicated Trainer will support you through your journey and set regular Zoom sessions, and email you additional resources as required. You will need to supply your own Computer or Laptop with the following essential items:

- Reliable internet access
- Microsoft Word, Excel, PowerPoint and Email

## COURSE OVERVIEW

Our BSB51918 Diploma of Leadership & Management has been designed for those individuals who would like to develop their knowledge and skills 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 information from a variety of sources.

### **AIMS OF THE COURSE**

Our BSB51918 Diploma of Leadership & Management is a nationally recognised program designed for those who want to improve their managerial skills or want to grow and step up to a managerial position in their workplace.

The course comprises of 12 units (*4 Core and 8 Elective*). Successful completion of this course requires the fulfillment of all 12 units of competency:

### **CORE UNITS**

- BSBLDR502 Lead & Manage effective workplace relationships
- BSBLDR511 Develop & use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBWOR502 Lead and manage team effectiveness

### **ELECTIVE UNITS**

- BSBHRM405 Support the recruitment, selection & induction of staff
- BSBMGT502 Manage people performance
- BSBCUS501 Manage quality customer service
- BSBWOR501 Manage personal work priorities & professional development
- BSBMKG507 Interpret market trends and developments
- BSBADM502 Manage Meetings
- BSBMKG501 Identify & evaluate marketing opportunities
- BSBHRM506 Manage, recruitment, selection & Induction processes

### **CREDIT TRANSFER**

Individuals that hold a Certificate IV level qualification or similar may be eligible for credit transfer. During the enrolment process, complete the credit transfer application form, and forward along with clear copies of your qualifications. Please see the student handbook for further information.

## RECOGNITION OF PRIOR LEARNING

Recognised Prior Learning (RPL) is a process where you can use your existing knowledge, skills and experiences gained through your employment history to demonstrate your competency in particular unit/s. When you apply for RPL, you are essentially saying '*I already know all about this unit, so I don't need training*'. RPL is an assessment process only and no training is provided. If you have previous experience in the qualification in which you are enrolling please discuss your RPL options with one of AEATS team.

## ADMISSION CRITERIA

Applicants seeking entry into BSB51918 Diploma of Leadership & Management should meet the following criteria:

- Under 18 years old will require an additional notice of arrangement.
- Have successfully completed year 10 of secondary school or equivalent or be of mature age.
- Be able to use and respond to written language, including some unfamiliar material in a variety of contexts.
- Computer literate for online study and assessment submission.
- Have industry experience in their chosen field
- Successfully complete a Language, Literacy and Numeracy test.
- Photo Identification.
- There are no prerequisite units of competence.
- Must be an Australian Citizen, Permanent Resident or hold a relevant study approved Visa.

## FEES

FEE FOR SERVICE STUDENT	PAID IN FULL	PAYMENT PLAN OPTION
*FFS: \$3,500.00	\$3,500.00	26 fortnightly payments of \$134.62

- Interest free flexible payment plan options are available to suit the convenience of students.
- A signed payment plan form will be required.
- Student tuition fees are subject to change given the circumstances at enrolment. Please confirm with the AEATS enrolment team that you have the current course guide and tuition fee payment form.
- Please see the AEATS Student Handbook for relevant policies regarding fee payment and refund requests.

## **COURSE ASSESSMENT**

Methods of assessment for this qualification cover a range of evidence gathering including written questions and answers and work-based projects.

## **POSSIBLE JOB OUTCOMES & COURSE PATHWAY**

The BSB51918 Diploma of Leadership & Management is an appropriate qualification for people seeking work as a manager in any industry. Possible job outcomes are:

- Team Leader
- Supervisor
- Manager
- Business Manager
- Sales Team Manager
- Human Resource Manager
- Office Manager
- Operations Manager
- Small Business Owner
- Project Manager
- Account Manager
- Entrepreneur

Students who have successfully completed this course may consider higher level qualifications within the business sector.

## **HOW TO APPLY**

The AEATS team will provide you with an Enrolment Form, this Course Guide, the Student Handbook and a Tuition Payment Plan form. Return your completed application along with photo identification and any additional evidence required.

Once received, an AEATS team member will discuss with you, your individual needs and the course in which you are enrolling. You will then be directed to complete the Language, Literacy and Numeracy test. Once successfully completed, you will have a Course Entry Interview with the Trainer. Then make your first payment before receiving a confirmation of enrolment. Applicants must successfully complete each stage in order to enrol.

## **HAVE MORE QUESTIONS ABOUT YOUR STUDY OPTIONS?**

Call Us: 1300 630 366

Email Us: [info@aeats.com.au](mailto:info@aeats.com.au)

Visit Our Website: <http://www.aeats.com.au/>