

# BSB51918 Diploma of Leadership and Management



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RTO No 40467

Course Brochure



# BSB51918 Diploma of Leadership and Management

## Course Overview

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

## Career Opportunities

- Manager

## Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).
- Blended (using a combination of the modes described).

## Key Outcomes

- Skills and knowledge to lead and manage effective workplace relationships.
- Development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.
- Develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organization's productivity and profitability plans.
- Lead teams in the workplace and actively engage with the management of the organisation.
- Develop strategies to manage organizational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.
- Undertake financial management within a work team in an organisation. Plan and implement financial management approaches, support team members whose role involves aspects of financial operations, monitor and control finances and review and evaluate effectiveness of financial management processes.
- Manage the performance of staff who report to you directly. Development of key result areas and key performance indicators and standards, coaching and feedback and performance management.
- Present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.
- Encourage and support the development of a learning environment in which work and learning come together.
- Establish, maintain and evaluate and organisations WHS policies, procedures and programs in a work area to ensure a safe workplace.
- Conduct analysis of market data in order to determine organizational and competitor business performance and to prepare market and business forecasts.
- Execute tasks associated with the recruitment, selection and induction of staff.





Further detailed information on your course, fees and charges, relevant student policies and procedures and to view the student handbook, please visit our website at [www.dynamiclearningservices.com.au](http://www.dynamiclearningservices.com.au) or contact Dynamic Learning Services on 02 4365 0040.



There are 12 units in the BSB51915 Diploma of Leadership and Management These are divided into 4 core units and 8 electives units..

The units in the Dynamic Learning Services program are listed below:

#### **Core Units**

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

#### **Elective Units**

- BSBCUS501 Manage quality customer service
- BSBFIM501 Manage budgets and financial plans
- BSBMGT502 Manage people performance
- BSBLDR513 Communicate with influence
- BSBLED501 Develop a workplace learning environment
- BSBWHS521 Ensure a safe workplace for a work area
- BSBMKG507 Interpret market trends and developments
- BSBHRM505 Support the recruitment, selection and induction of staff

#### **Assessment**

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

#### **Entry Requirements**

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

#### **Volume of Learning**

Learners should expect a duration between 12 months to 24 months meet the requirements of BSB51915 Diploma of Leadership and Management which is consistent with the AQF volume of learning indicators for a Diploma qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

#### **Pathways**

Qualifications that may be considered after successful completion include:

- BSB61015 Advanced Diploma of Leadership and Management

# Smart and Skilled

This training is subsidised by the NSW Government

Further detailed information on Smart and Skilled in relation to your eligibility, fees and consumer protection visit :

<https://smartandskilled.nsw.gov.au/for-students>

or talk to one of our friendly consultants who can answer all your questions on 43650040



## About Smart and Skilled

Smart and Skilled is a New South Wales (NSW) government funding incentive for those wanting to gain new skills needed to find a job or advance their careers.

As course costs are an important factor when deciding to undertake a study

Smart and Skilled provides eligible students with:

- an entitlement to government-subsidised training up to and including Certificate III
- government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

Are you eligible for Smart and Skilled training?

Are you:

- 15 years old or over?
- No longer at school?
- Living or working in NSW?
- An Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen?

If you answered 'Yes' to all four questions, then you may be eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider and registered training organisation, like DLS.

Fees

1st Qualification \$2,530

2nd Qualification \$2,850

Traineeships are fee free <https://vet.nsw.gov.au/choosing-vet/fee-free-traineeships>

For information on other States funding initiatives, requirements and fees please visit our website [www.dynamiclearningervices.com.au](http://www.dynamiclearningervices.com.au)