



BSB50420 Diploma of Leadership and Management

CRICOS Course Code: 087793J

National Qualification Code: BSB50420

Course Duration: 12 months

Target students: International students

Delivery arrangement:

- On campus - Mixed mode: Classroom + Structured self-study
- Off campus - Mixed mode: Online + Structured self-study. This mode of delivery is applied during the international travel ban

Start dates: See UPC website for details

Course Description

The Diploma of Leadership and Management has been designed to turn you into a professional manager, working to inspire, motivate and get the very best out of employees, while at the same time meeting and exceeding business expectations.

During your studies, you will learn how to use emotional intelligence to understand and work with team members. You will get hands on experience with recruitment, selection and induction of staff, leading and managing team effectiveness, and managing people performance. Another very important area is planning as well as project work and inspiring innovation.

Entry Requirement

- **English proficiency** (See also Note 1 on Page 4): IELTS overall score equals to 5.5 or equivalent
- **Academic:**
 - ✓ Completed Year 12 in a 12-year high school system with excellent results or
 - ✓ Completed an AQF Certificate III or Certificate IV or
 - ✓ Completed high school with at least 1-year work experience in an office environment

Credit Transfer and Recognition of Prior Learning

Credit transfer (CT) and Recognition of Prior Learning (RPL) are available if students have studied business/management courses or worked in business environments.

If RPL or/and CT is granted, you may have your studying period and visa shortened.

Resources Requirements

You can access all course learning and assessment materials using our Moodle system. The course materials fee is \$250.

Course Outcomes

Occupational titles suited to this qualification include:

- Administrator
- Business Development Manager
- Corporate Services Manager
- Advertising Executive
- Office Manager
- Operations Manager
- Project Coordinator
- Project Consultant

Course Structure

To achieve the BSB50420 qualification you have successfully completed

- 6 core unit of competency and
- 6 elective units of competency.

Six core units	
1	BSBCMM511 Communicate with influence
2	BSBCRT511 Develop critical thinking in others
3	BSBLDR523 Lead and manage effective workplace relationships
4	BSBOPS502 Manage business operational plans
5	BSBPEF502 Develop and use emotional intelligence
6	BSBTWK502 Manage team effectiveness
Six elective units*	
7	BSBLDR522 Manage people performance
8	BSBPEF501 Manage personal and professional development
9	BSBSUS511 Develop workplace policies and procedures for sustainability
10	BSBOPS504 Manage business risk
11	BSBSTR801 Lead innovative thinking and practice
12	BSBSTR602 Develop organisational strategies

** These elective units of competency may be changed during the training program without prior notice.*

Delivery Mode and Total Volume of Learning

We offer a blended delivery mode of classroom learning and structured self-study. The course has 36 studying weeks (4 terms) during a period of 12 calendar months.

During the term, you attend classes 14 hours per week and complete another 6 hours as structured self-study.

On top of these, you study in your own time up to 15 hours per week then complete quizzes and assessments.

Assessment Method

Assessment of the theoretical component of the training program is both knowledge (Quizzes) and competency-based (Assignments). You may have a final examination at the end of each unit of competency.

Course Completion

Upon successful completion of all 12 units of competency of this course, you will receive the Australian nationally recognised qualification of the Diploma of Leadership and Management (BSB50420) which includes two documents, the Testamur and the Record of Results. A student who does not complete all required 12 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

Internship Placement (Optional)

We can place you in a suitable internship for work experience and make sure that you get the best out of the opportunity, resulting in your career success.

The two main objectives of our program are to let you

- practice what you have learnt in your Leadership and Management course and
- earn precious experience in the industry of your choice.

We offer internship opportunities in the following fields subject to availability of the host companies: Accounting and Finance, Human Resource Management, Sales and Marketing, Administration and Operations, Children's Services, Information Technology, Engineering, Hospitality Management, etc.

Placement: 20 hours per week for 20 weeks during the course duration.

Pathways

The BSB50420 is a level 5 qualification in the Australian Qualifications Framework (AQF). Therefore, it is mandatorily recognised by all AQF colleges. On successfully completion of this qualification, you can continue to enrol into a number of business and management courses at Advanced Diploma level or a bachelor degree at universities or higher education institutes. See UPC website for details.

Training and Other Facilities

UPC campus is fully equipped with required facilities including modern computers with internet access, data projector, printing and photocopying facility, and a mini kitchen and common area.

Typical Timetables

During studying periods (Terms):

- Day 1 and Day 2 (14 hours): Face-to-face study with the trainer (Teacher)
- Day 3 (6 hours): Structured self-study

Work Permit during Study Period

You are permitted to have paid employment during your study in Australia: 40 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.

Contact Details

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Disclaimer – The course information may be changed without prior notice.

Currency - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.

Note 1: You may be required to sit for the UPC English Placement Test if it deems to be necessary.

Note 2: Modes of delivery

- Normal time – All Business & Leadership and Management classes will have 14 hours of face-to-face training (Classroom) and 6 hours of structured self-study per week. If required, a maximum of 6 of these 20 hours can be online.
- During the COVID-19 pandemic,
 - Onshore students - Depending on the intensity of the pandemic, courses may be delivered online or a combination of online and classroom.
 - Offshore students – The BSB40120 Certificate IV will be delivered online to offshore students while they are waiting for travel permission to Australia.

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