



BSB50420 Diploma of Leadership and Management

National Qualification Code: BSB50420.

Course Duration: 9-24 months.

Target Students: Domestic and non-CRICODS International students

Delivery Mode: Workplace or distance training

Delivery Sites: Sydney, Melbourne and surrounding areas.

Start Dates: Anytime.

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:
 - Domestic students: Must pass the Language, Literary and Numeracy (LLN) Test. Exemptions are considered upon request.
 - International students: Please refer to the notes on Page 4 for more details.
- Academic:
 - ✓ Completed Year 12 in a 12-year high school system with good results (Average aggregated marks is over 80%) or
 - ✓ Completed an AQF Certificate III or above 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 for students who have studied business or management courses or have work experience in a business environment. If RPL and/or CT is granted, your study period will be shortened.

Resources Requirements

You can access all course learning and assessment materials using our Moodle system. The course materials fee is \$200.

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

Our course has been designed to meet the requirements for the BSB50420 Diploma of Leadership and Management. It contains 12 units of competency as follows:

- Six core units of competency and
- Six elective units of competency.

Unit code	Unit title	Core/elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBFIN501	Manage budgets and financial plans	Elective
BSBOPS504	Manage business risk	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBPMG430	Undertake project work	Elective
SIRXMKT006	Develop a social media strategy	Elective

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

Delivery Mode

We offer a blended delivery mode, including direct training via telephone or Teams meetings, and workplace training and assessment. The program is designed based on your study commitment and is divided into four training periods. The training program may be reviewed at any time or at the end of each period. Capable students can complete the course faster.

For each unit of competency, workplace students will spend 25 to 35 hours on self-study, up to 4 hours of theoretical training with your appointed UPC trainer, and 35 hours of practical training with your workplace supervisor, followed by assessments.

For distance students, you will spend 25 to 35 hours on self-study, up to 4 hours of direct contact with your appointed UPC trainer, and then complete and provide evidence of your assessment.

Assessment Method

Assessments are competency-based. The theoretical component of each unit is assessed in the form of written assignments, case studies, research projects, etc. while the practical component is assessed in a simulated environment where the conditions are typical of those in the real business world.

Course Completion

Upon successful completion of all 12 units of competency of this course, you will receive the Australian nationally recognised qualification of the BSB50420 Diploma of Leadership and Management which includes two documents, the Testamur and the Record of Results. If you do not complete all required 12 units, you will be issued a Statement of Attainment showing all units of competency that you have successfully completed.

Pathways

The BSB50420 is a Level 5 qualification within the Australian Qualifications Framework (AQF) and is recognized by all AQF colleges. Upon successful completion of this qualification, you are eligible to enrol in various business and management courses at the Advanced Diploma level or pursue a Bachelor's degree at universities or higher education providers. (See course articulation information on the UPC website).

Training Timetables

The training program is divided into four training periods, separated by breaks. Each period consists of 3 units of competency.

The duration of the program varies from 9 to 24 months, depending on your study commitment. If you do not complete the program within 24 months, you will need to re-enrol in the course.

Contact Details

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English Entry Requirement International Students:

- IELTS overall score of 6.0 or equivalent, no less than 5.0 in each band or
- have completed (a) two years of your senior high school, or (b) an AQF Certificate IV or higher which was delivered in English language in Australia, or
- come from an English-speaking country.
- You may be required to sit for the UPC English Placement Test if deemed necessary.

Currency The electronic version of this document on the UPC website is the approved and most current version. Any printed version is uncontrolled and may not be up-to-date.

Disclaimer Course information is subject to change without prior notice.