



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 contains 12 units of competency as follows:

- six core units and
- Six elective units.

Unit code	Unit title
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
BSBFIN501	Manage budgets and financial plans
BSBOPS504	Manage business risk
BSBPEF501	Manage personal and professional development
BSBXCM501	Lead communication in the workplace
BSBPMG430	Undertake project work
SIRXMKT006	Develop a social media strategy

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

**Fully subsidised course
under the NSW Government-funded
Smart & Skilled Program**

**Fee-free for enrolments made before 30 June 2025
Contact: 02 9791 6020 or info@upc.edu.au**



National Qualification Code: BSB50420
Course Duration: 24 months or
18 months if you hold the BSB40520
Target students: New Entrant Trainees
Delivery Mode: Workplace anywhere in NSW

Your Role

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 Requirements

- English proficiency level: You must pass the Language, Literacy, and Numeracy (LLN) Test.
- Academic: Complete an AQF Certificate III or above, or completed high school with at least 1-year work experience in an office environment.

Credit Transfer & 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.

Delivery Mode and Assessment Method

We offer a combined distance and workplace delivery mode for this course, with a training period ranging from 24 months (or 18 months if you hold the BSB40520) until all relevant units are successfully completed. For part-time employees, the training period will be extended to double the standard duration. However, the course may be completed earlier with increased effort and commitment.

When developing your training plan, we will take into account the terms specified in your training contract as well as the relevant Vocational Training Order (VTO).

For the theoretical component of the course, our trainer will conduct online sessions via MS Teams, guiding you through a structured self-study program. You will then complete the knowledge assessments through our eLearning system. For the practical component, you will gain hands-on experience at your workplace with support from your supervisor and submit the skills assessments through the same eLearning platform.

Course Completion

Upon successful completion of all 12 units of competency, you will be awarded the BSB50420 Diploma of Leadership and Management. This qualification includes two documents: the Testamur and the Record of Results. If you do not complete all 12 required units, you will receive a Statement of Attainment listing the units of competency you have successfully completed.

Pathways

The BSB50420 qualification is classified as Level 5 under the Australian Qualifications Framework (AQF). Upon completion, you have a wide range of options for further study, including progressing to an advanced diploma within the business training package or a bachelor's degree in a higher education provider.



Contact Details

University Preparation College

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SMART AND SKILLED

NSW Government
Subsidised Training Now Available

Smart and Skilled Program (SSP) is a reform of the NSW Vocational Education and Training (VET) System. It's helping you get the skills you need to find a job or advance your careers.

Training under Smart & Skilled Program is subsidised by the NSW Government. Subsidised tuition fees are the same whether you study at NSW TAFE or a government-selected college such as UPC College since your qualification is nationally recognised.

SSP Traineeship Enrolment Conditions

You must satisfy the following conditions:

- living or working in NSW and
- an Australian or NZ citizen, an Australian permanent resident, a humanitarian visa holder or an asylum seeker ([25 temporary visa types](#) are now eligible – Conditions apply) and
- starting employment within the first 3 months (full time) or 12 months (part time).

Available courses under S&S Program

UPC has six (6) subsidised courses under the Smart and Skilled Entitlement Traineeship Program:

- CHC30121 Certificate III in Early Childhood Education and Care.
- CHC50121 Diploma of Early Childhood Education and Care.
- CHC43015 Certificate IV in Ageing Support.
- CHC43121 Certificate IV in Disability Support.
- BSB40120 Certificate IV in Business.
- **BSB50420 Diploma of Leadership and Management.**

Enrolment Procedure

- Contact UPC for a pre-enrolment assessment.
- A consultant from an Apprentice Connect Australia Provider will visit you at your workplace to assess your eligibility and help you to sign a Training Contract with your employer.
- A training plan will be worked out based on your commitment to the course.
- Commence the training with a UPC trainer.

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