



ALTEC College

BSB51918

DIPLOMA OF LEADERSHIP & MANAGEMENT

COURSE OVERVIEW

Diploma of Leadership and Management would apply to individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. The course covers a range of competencies essential for management processes and effective leadership in an organisation. Individual in leadership roles demonstrate initiative and judgement in planning, organising, implementing and monitoring their own performance and work outcomes, as well as of team members.

This course helps develop communication skills to support individuals and teams to meet organisational or enterprise requirements. Learners will also develop skills and knowledge in managing teams, work relationships, continuous improvement, professional development, and workplace learning.



CRICOS Code
089957M



RTO Code
22034



Delivery Mode
Face to Face
Classroom-based



Campus Location
Melbourne (VIC)
Hobart (TAS)



Course Duration
52 weeks
(Including Holiday)



Contact Hours
40 contact weeks
(20 hours per week)



Qualification Level
Diploma



Environment
Multicultural
groups



**Nationally
Recognised**



Tuition Fee:

<https://www.altec.edu.au/altec-student-fee/>

ENTRY REQUIREMENTS

- Completion of Year 12 or equivalent (However, it is expected that students will be progressing from Certificate IV – Diploma level qualifications in business or related domains – or entering with demonstrable industry experience in senior or managerial roles)
- International: IELTS 5.5 with a minimum 5.0 in each band, or equivalent TOEFL iBT 46, TOEFL PBT 527, or PTE 42
- At least 18 years of age at the commencement of the course

WWW.ALTEC.EDU.AU



ADMISSIONS@ALTEC.EDU.AU



CALL 03 9529 1783

COURSE STRUCTURE

Students must complete all the required units to attain this qualification.

Unit Code and Title	Type
BSBLDR511 Develop and use emotional intelligence	Core
BSBMGT517 Manage operational plan	Core
BSBLDR502 Lead and manage effective workplace relationships	Core
BSBWOR502 Lead and manage team effectiveness	Core
BSBCUS501 Manage quality customer service	Elective
BSBMGT516 Facilitate continuous improvement	Elective
BSBMGT502 Manage people performance	Elective
BSBPMG522 Undertake project work	Elective
BSBADM502 Manage meetings	Elective
BSBHRM513 Manage workforce planning	Elective
BSBLED501 Develop a workplace learning environment	Elective
BSBLDR513 Communicate with influence	Elective



PRE-ENROLMENT & NEEDS ANALYSES

As per our Admission and Enrolment Policy and Procedure, ALTEC College conducts pre-enrolment Client Needs Analysis to determine course suitability, existing skills and knowledge and an early detection of any learning needs. Pre-enrolment analysis includes determination of course suitability and identification of specific learning and/or support needs. A pre-enrolment interview may also be conducted.

RPL and credit transfer opportunities are provided at the time of enrolment, and an option for students to apply during their studies.

ACADEMIC PATHWAYS

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- BSB42015 Certificate IV in Leadership and Management or other relevant qualification/s
- With vocational experience but without formal supervision or management qualification

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB61015 Advance Diploma of Leadership and Management or other Advance Diploma qualifications