



ALTEC College

# BSB50420

## DIPLOMA OF LEADERSHIP & 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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



**Campus Location**  
Melbourne (VIC)



**Course Duration**  
52 weeks  
(Including Holiday)



**Contact Hours**  
40 contact weeks  
(20 hours per week)



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

### ENTRY REQUIREMENTS

- ✓ Completion of Year 12 or equivalent
- ✓ 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

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### COURSE STRUCTURE

Students must complete all the required units to attain this qualification

UNIT CODE	TITLE	TYPE
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
BSBLDR522	Manage people performance	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBSTR501	Establish innovative work environments	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBHRM523	Coordinate the learning and development of teams and individuals	Elective
BSBTWK503	Manage meetings	Elective

### PRE-ENROLMENT & NEEDS ANALYSIS

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. 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:

- ✓ 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:

- ✓ BSB60420 Advance Diploma of Leadership and Management or other Advance Diploma qualifications