

Leadership and Management

Course Length

8 terms (48 weeks)

Start Dates

2020

20 Jan, 2 Mar, 13 Apr, 25 May, 6 Jul, 17 Aug, 28 Sep, 9 Nov

2021

18 Jan, 1 Mar, 12 Apr, 24 May, 5 Jul, 16 Aug, 27 Sep, 8 Nov

Entry Requirement

Academic (preferred):

- Certificate IV in Leadership and Management or other relevant qualification
- Completed Year 12 or overseas equivalent

English:

- Minimum score of IELTS 5.5 or equivalent OR
- an English proficiency of Intermediate Level or above from any NEAS accredited ELICOS provider

Course Fee 2020

\$5,600 total (\$700 per term)

Additional Fee

Enrolment fee \$200

Material fee \$200 per enrolment

OSHC (Overseas Student Health Cover)

- OSHC policy must cover the full period of your visa. Bupa is Bridge Business College's chosen provider.

For information on what you are covered for with Bupa's OSHC, please refer to www.bupa.com.au.

- All fees are quoted in Australian dollars (AUD\$).
- Enrolment Fee is non refundable.
- These courses and fees are correct at the date of publishing. This price list is subject to change throughout the year.
- Package courses with duration in excess of 96 weeks will be subject to price increase. Please refer to your offer letter before acceptance.
- For BBC course entry requirements, please refer to <https://www.bridgebc.edu.au/our-courses/>.
- For BBC refund policy, please refer to <https://www.bridgebc.edu.au/terms-conditions/>.
- If you require further information regarding the training, assessment and support services provided by Bridge Business College or about your rights and obligations, please visit our website <https://www.bridgebc.edu.au> or speak to one of our student services officers.

BSB51918

Diploma of Leadership and Management



Nationally recognised, Australian Qualifications Framework standards, CRICOS 0101644



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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Sample Timetable *

Note: Not all blocks are offered for every course.

	MON	TUE	WED	THU	FRI	SAT
Morning 8:00-12:00				Theory	Workshop	
Afternoon 12:30-16:30				Project	Project	
Evening 17:00-21:00						Campus Closed
+ Enterprise Skills - 4 hours online study either on or off campus.						

* Schedule is a sample only and may vary.

Lead and manage

Career Outcomes

- Legal Practice Manager
- Operations Manager
- Corporate Services Manager
- Business Development Manager
- Public Sector Manager



Program

Risk Assessment

Manage quality customer service (BSBCUS501)

Manage risk (BSBRSK501)

This module describes the skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation. The module also covers managing risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

Managing Human Resources

Support the recruitment, selection and induction of staff (BSBHRM405)

Manage people performance (BSBMGT502)

This module describes the execution of tasks associated with the recruitment cycle and how recruitment and selection practices fit with other human resources functions such as managing the performance of staff who report to them directly. Development of key result areas and key performance indicators, coupled with regular and timely coaching and feedback.

Effective Workplace Relationships

Lead and manage effective workplace relationships (BSBLDR502)

Develop and use emotional intelligence (BSBLDR511)

This module describes the skills and knowledge required to lead and manage effective workplace relationships. This module also covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

The Learning Organisation

Lead and manage team effectiveness (BSBWOR502)

Manage operational plan (BSBMGT517)

This module describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation. The module also covers how to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Recruitment and Workforce Planning

Manage recruitment, selection and induction processes (BSBHRM506)

Manage workforce planning (BSBHRM513)

This module describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures. The requirements to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.

Manage Workplace Learning

Develop a workplace learning environment (BSBLED501)

Manage meetings (BSBADM502)

This module describes the skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. This module also describes the skills and knowledge required to manage a range of meetings including meeting preparation processes, chairing meetings, organising and reporting meeting outcomes.

Professional Development

Manage personal work priorities and professional development (BSBWOR501)

Facilitate continuous improvement (BSBMGT516)

This module describes the skills and knowledge required to lead and manage continuous improvement systems and processes, as well as the analysis of information to monitor and adjust performance strategies. This module also describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

Manage Project

Ensure a safe workplace (BSBWHS501)

Undertake project work (BSBPMG522)

This module describes the skills and knowledge required to undertake a project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects. This module also describes the requirements to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures.

Note: Further course and study information is available on your orientation day.