



# DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51915

- Develop leadership and management abilities to support your advancement in any career path
- Deepen your understanding of people, how to manage them, and the impact you have when you work with them

CRICOS Code: 096037D

## Campus

Brisbane, Sydney, Melbourne

## Program Length

**Maximum 64 weeks\* (20 hours/week)**

Includes 6 hours/week online study + 14 hours/week in class study\*\*

\*54 weeks study + up to 10 weeks scheduled breaks.

Optional internships available for an additional fee.

Internship hours vary depending on schedule.

Length of the program may vary from 60 to 64 weeks depending on the start date.

Internships are unpaid work hours.

## 2019 Start Dates

Jan 7, Feb 18, Apr 23, Jun 3,  
Aug 5, Sep 16, Nov 18

### SCHEDULED BREAKS

Dec 18 – Jan 4, Apr 1 – Apr 19

Jul 15 - Aug 2, Oct 28 - Nov 15

Dec 23 – Jan 3

## 2019 Fees

|                      |          |
|----------------------|----------|
| Registration fee:    | \$230    |
| Material fees:       | \$280    |
| Tuition:             | \$12,000 |
| Optional Internship: | \$825    |

RPL & Credit Transfer must be applied for upon enrolment  
If applicable, the following fees may apply during your program:

Late assignment fee: \$50

Second assignment resubmission fee: \$50\*\*

\*\* Only applies when major assignment changes are made  
All fees in Australian Dollars, payment by installment is available on request.

## Entry Requirement

- An overall equivalent of Australia's Year 10. A prior working knowledge and experience of a business environment would be useful.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above
- Students must be at least 18 at the commencement of studies.
- Minimum entry requirements

## Program Description

The Diploma of Leadership and Management will provide you with knowledge, practical skills and experience in leadership and management that can be applied across a range of enterprise and industry contexts.

Learn to develop and display initiative and judgement in planning, organising, implementing and monitoring your own workload and the workloads of others. Develop communication skills to support individuals and teams to meet organisational goals and objectives.

## Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 6 hours per week of online study and 14 hours per week of in-class study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with foundation skills and PASS classes.

## Weekday Schedule – Sample\*

| HOURS             | MONDAY             | TUESDAY           |
|-------------------|--------------------|-------------------|
| 1:15 PM-3:15 PM   | Foundations Skills | Foundation Skills |
| 3:30 PM - 5:30 PM | PASS               | PASS              |
| 6:00 PM-9:00 PM   | Lecture            | Lecture           |

\* Schedules may vary. Optional internship can be scheduled outside of class time.



## Unit Descriptions

| COURSE NAME   | DESCRIPTION   |
|---|---|
| <b>IMPLEMENT DIVERSITY IN THE WORKPLACE (BSBLDR504)</b>                         | Learn how to effectively manage a diverse workforce. Explore methods for scoping workforce diversity and developing, implementing and reviewing diversity policies and procedures in the workplace.   |
| <b>MANAGE QUALITY CUSTOMER SERVICE (BSBCUS501)</b>                              | Learn how to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to set customer service standards.  |
| <b>MANAGE BUDGET AND FINANCIAL PLANS (BSBFIM501)</b>                            | Learn about financial management within a team or organisation. Learn how to plan and implement financial management approaches; monitor and control finances; review and evaluate financial management processes; and more.  |
| <b>MANAGE WORKFORCE PLANNING (BSBHRM513)</b>                                    | Learn the steps and processes involved in managing workforce planning. Explore how to research requirements, develop objectives and strategies, implement initiatives and monitor and evaluate trends.  |
| <b>DEVELOP AND USE EMOTIONAL INTELLIGENCE (BSBLDR501)</b>                       | Learn how to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace. The course helps you identify the impact of your own emotions on others in the workplace; recognise and appreciate the emotional strengths and weaknesses of others; promote the development of emotional intelligence in others; and utilise emotional intelligence to maximise team outcomes. |
| <b>LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS (BSBLDR502)</b>            | Learn to lead and manage effective workplace relationships. Develop skills and knowledge to help you establish and manage processes and procedures to support workplace relationships, while taking into account an organisation's values, goals and cultural diversity.  |
| <b>MANAGE PEOPLE PERFORMANCE (BSBMGT502)</b>                                    | Learn how to manage the performance of staff who report to you directly. Learn about work allocation and methods to review performance, reward excellence and provide feedback where there is a need for improvement.   |
| <b>MANAGE OPERATIONAL PLAN (BSBMGT517)</b>                                      | Learn how to develop, manage, and monitor an operational plan to achieve profitability or productivity targets. Explore how research, analysis, review and consultation processes with current staff, colleagues and experts can support successful operational planning and management.  |
| <b>UNDERTAKE PROJECT WORK (BSBPMG522)</b>                                       | Learn how to undertake a straightforward project, from start to finish. Learn about project planning, administering and monitoring a project, finalising a project and reviewing a project to identify lessons and improvements that can be applied on future projects.   |
| <b>MANAGE RISK (BSBRK501)</b>   | Gain the skills and knowledge required to manage risks in an organisation. Learn how to identify potential risks, and understand, analyse and prioritize them based on their context and potential impacts and consequences. Explore ways to develop and implement solutions and action plans to mitigate risk.   |
| <b>MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT (BSBWOR501)</b> | Learn how to create systems and processes to organise information and prioritise tasks. Learn to establish personal work goals, set and meet work priorities, develop and maintain professional competence and more.  |
| <b>LEAD AND MANAGE TEAM EFFECTIVENESS (BSBWOR502)</b>                           | Learn how to lead workplace teams and support team and company success. You'll explore team performance planning, and how to facilitate teamwork and cohesion among team members. You'll also build skills act as an effective liaison among teams, management and company stakeholders.  |

## ILSC Training Facilities

ILSC campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, relevant software, free WIFI, photocopiers, charging stations and student lounge. It is highly recommended that you bring your own laptop (device) to enhance your campus experience.

## Assessments

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

## Course Completion

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – Diploma of Leadership and Management BSB51915. Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

## Recognition of Prior Learning and Credit Transfer

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to ILSC Business College website or VET Student Handbook for more information.

## Course Resources

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

ILSC Brisbane Pty Ltd partners with local and global agents to engage with prospective students.