

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB51918

- 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 COURSE CODE: 098701E

## 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.

## Schedule

Weekday: Brisbane, Sydney, Melbourne

Weekend: Sydney

## 2020 Start Dates

Jan 6, Mar 9, Apr 20, Jun 22, Aug 3,  
Oct 5, Nov 16

### SCHEDULED BREAKS

Feb 17 – Mar 6, Jun 1 – Jun 19,  
Sep 14 – Oct 2, Dec 28 – Jan 1, 2021

## 2020 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition:	\$12,000

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.

## Program Description

The Diploma of Leadership and Management (BSB51918) 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. You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. Foundation Skills sessions help you build language and other skills for business. You will learn to speak and present ideas with confidence. Topics include running meetings, writing business emails, negotiating and giving presentations.

## 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.

## Weekend Schedule – Sample\*

HOURS	SATURDAY
9:00 AM-12:00 PM	Lecture
12:30 PM-2:30 PM	PASS
2:45 PM-5:45 PM	Foundation Skills

\* Schedules may vary.



## Diploma of Leadership and Management (BSB51918) units

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>	This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.
<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 (BSBLDR511)</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. <i>Replaces superseded unit BSBLDR501 Develop and use emotional intelligence.</i>
<b>LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS (BSBLDR502)</b>	This unit describes the skills and knowledge required to lead and manage effective workplace relationships.
<b>MANAGE PEOPLE PERFORMANCE (BSBMGT502)</b>	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
<b>MANAGE OPERATIONAL PLAN (BSBMGT517)</b>	This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.
<b>UNDERTAKE PROJECT WORK (BSBPMG522)</b>	This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger 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.
<b>MANAGE RISK (BSBRSK501)</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>	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

### GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

### BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.

### 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.

### 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 (BSB51918) 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 Greystone College website or VET Student Handbook for more information.

### WHAT IS NATIONALLY RECOGNISED TRAINING



All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

*For policies and procedures around: deterring, suspending, or canceling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website: <https://www.greystonecollege.com.au/policies>*

*Greystone College Pty Ltd partners with local and global agents to engage with prospective students. Please see the list on our website under Policy and Procedures for details.*

**WWW.GREYSTONECOLLEGE.COM.AU**