



**BSB51918**

**Diploma of Leadership and  
Management**

**Course Guide**

## Course Overview

Diploma of Leadership and Management (BSB51918) will give you the tools to thrive in any business environment. The management skills and practical techniques you'll learn during this diploma will help you lead and support your colleagues, solve problems, and manage projects in any industry.

This program will train you to develop a project plan, manage budgets and seek opportunities for further business improvement. You will gain knowledge on how to liaise with stakeholders and ensure team effectiveness. This diploma also addresses the multiple challenges faced by managers in today's rapidly changing business environment and provides solutions and strategies to work under various business conditions.

## Mode of Delivery

Lyons College delivers the course using qualified and experienced trainers and assessors. The core strength of course delivery is that we only conduct face-to-face training. The training and assessment also include: seminars; tutorials; and supervised study.

## Units of Competency

To be awarded BSB51918 Diploma of Leadership and Management, students must successfully complete a total of twelve (12) units of competency, comprising of: four (4) core units and eight (8) elective units.

Unit Code	Unit Title	Unit Type
BSBLDR501	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
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBMGT502	Manage people performance	Elective
BSBADM502	Manage meetings	Elective
BSBHRM405	Support the recruitment, selection and induction of staff	Elective
BSBINN501	Establish systems that support innovation	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBRISK501	Manage risk	Elective
BSBCUS501	Manage quality customer service	Elective

**Estimated course duration:** 12 months

## **Entry Requirements**

Lyons College programs are open to all students, although key requirements need to be satisfied.

## **Language, Literacy and Numeracy Requirement**

This course requires you to read learner workbooks, complete a range of written assessments, undertake independent research activities and engage in forums and discussions. To demonstrate the necessary skills, each applicant will be required to complete a language, literacy and numeracy assessment.

## **Pre-Training Review Requirement**

We will conduct a Pre-Training Review of an applicant's current competencies. The Pre-Training Review will:

- Identify any skills or competencies previously acquired to ascertain a suitable, and the most suitable qualification for each student.
- The student's existing educational attainment, capabilities, aspirations and interests. This will guide us to consider any future study or employment goals that the student has.
- Identify any barriers to learning and steps to overcome these.
- Ascertain that the proposed learning strategies and materials are appropriate for that individual.

## **Assessments**

A variety of teaching, learning and assessment strategies are used to support course delivery to ensure theoretical and practical skills are achieved.

These may include but not limited to:

- Lectures discussions, and classroom activities
- Research & Project work
- Written Assessments

## **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is an assessment pathway, which the learners can utilise to gain recognition regarding the skills, knowledge and experience gained through work experience, life experience, training courses and work-based training. This is assessed against the evidence requirements of one or more units of competency.

The RPL process will suit the learners better if they have:

- Paid or unpaid work experience
- Skills and knowledge gained on the job
- Short courses and work-based learning
- Other life experience
- Prior formal training
- Community work experience
- Trade skills

The RPL process allows students to receive recognition under these circumstances and therefore enables them to focus more on areas where they need to achieve competency to gain their qualification. Students who believe they

already have some of the competencies in the course may apply for RPL. An essential requirement of RPL is that the student can prove that they currently have the required competencies.

The RPL assessor available for the learner will discuss with the learner about the different evidence required for RPL assessment. Some of the evidence that will be collected from the learners include:

- Work appraisals
- Job Descriptions
- Photos or actual work samples
- Resume and references
- In house training certificates
- Relevant formal qualifications
- Eye witness testimonials
- Informal RPL Interviews
- Observation at your workplace or a simulated workplace

## Credit Transfer (CT)

Credit transfer involves granting credit for Units in which the student is already competent in partial or full completion of a qualification. Lyons College recognises qualifications and/or Statements of Attainment issued by other RTO's, however, it reserves the right to verify any qualifications submitted for authenticity. To apply for credit transfer, students must complete the Credit Transfer Application and attach copies of verified documents to support their application.

## Fees

There are four possible options of how to fund the training:

1. Full-fee payment by student
2. VET Student Loans scheme
3. Concession

For information on the VET Student Loans scheme, please go to: <https://www.education.gov.au/vet-student-loans>

We encourage individuals with disabilities to access training subsidised through the Skills First Program. Lyons College staff can also assist to check your eligibility and discuss the best option for you. Call us on **03 8648 6610** and we can assist you further. Visit [www.lyons.edu.au](http://www.lyons.edu.au) for course fees and further information.

## Career Outcome & Pathways

Successful completion means you are eligible to enrol into the BSB61015 Advanced Diploma of Leadership and Management, or a range of other Diploma qualifications.

Possible job outcomes may include but not limited to:

- Business Development Manager
- Human Resources Manager
- Office Manager
- Manager



For further general information, please contact us. For registration, enrolment details and course enquiries visit our website [www.lyons.edu.au](http://www.lyons.edu.au), call 03 8648 6610, or visit us at Level 4, 303 Collins St Melbourne VIC 3000.