



## VET FEE-HELP Approved Course



NATIONALLY RECOGNISED  
TRAINING

### **BSB51915 Diploma of Leadership and Management**

#### **WHAT IS THE QUALIFICATION ABOUT?**

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.

#### **COURSE ENTRY REQUIREMENT**

There are no training package entry requirements for this qualification.

New England College entry requirements include:

- Candidates are to complete a Language Literacy and Numeracy assessment at application for admission which is used to determine the level of support (if any) that may be required or adjustment needed to the training plan on enrolment.

New England College entry requirements for student's wanting to take up a VET FEE-HELP loan option are required to access and read the VET FEE-HELP Student information handbook and must be able to meet the VET FEE-HELP Eligibility requirements.

Students are only able to access and apply for VET FEE-HELP 48 hours after confirmation of enrolment with New England College.

#### **CERTIFICATE ISSUE**

A certificate is issued where all 12 units have been deemed competent. A statement of attainment is issued when only some units are deemed competent and the course is not completed in full.

Issuing of your certificate and or statement of attainment occurs within 30 days of last unit being deemed competent; however this may be delayed in the event that you have not provided your Unique Student Identifier (USI) or you have outstanding debts not finalised.

#### **QUALIFICATION RULES AND UNITS OF COMPETENCY**

12 units in total: 4 core units + 8 elective units



## VET FEE-HELP Approved Course

The following lists of units of competency have been selected as being an appropriate combination and suitable for industry required outcomes. *Elective can be chosen according to the requirement of the client*

Unit Code	Unit Title
BSBWOR501	Manage personal work priorities and professional development
BSBCUS501	Manage quality customer service
BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBLDR501	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBDIV501	Manage diversity in the workplace
BSBMGT517	Manage operational plan
BSBWHS501	Ensure a safe workplace
BSBMGT502	Manage people performance
BSBWRK510	Manage employee relations

### HOW LONG WILL IT TAKE?

Refer to the VET FEE-HELP Course Schedule

- Duration – 39 weeks

The completion time will vary depending upon the individual learner, delivery mode, and whether or not Credit Transfers or Recognition of Prior Learning (RPL) applies.

### DELIVERY AND ASSESSMENT

Training and Assessment will be conducted through a combination of a blended learning environments. Both knowledge and practical assessments are required to be completed with a competent outcome for each unit to achieve your certificate.

Blended environments may be a combination of classroom / workshop sessions and or distance / online. This may vary to suit individual learner needs.

### CAREER OUTCOMES

Employment outcomes targeted by this qualification may include:

- ✓ Manager

### PATHWAYS TO FURTHER STUDY

After completing this course, you could enrol into Advance Diplomas or go onto higher education.

### FEES AND CHARGES

Refer to our fees and charges brochure.

VET FEE-HELP Student loan applies to this course.

### ENROLMENT

Enrol either online or contact our Admissions Officers

Version 1.1– Oct 2016