



# BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

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.

## ENTRY REQUIREMENTS

Preferred pathways for candidates considering this qualification include:

- BSB40520 Certificate IV in Leadership and Management or other relevant qualification

### OR

- with vocational experience but without formal supervision or management qualification.

## OCCUPATIONAL NAMES/EMPLOYMENT OPPORTUNITIES

Job roles and titles vary across different industry sectors. At the completion of this qualification, individuals will be able to manage in a wide range of organisational and industry contexts. Some job titles may include:

- Project Officer
- Personal Assistant
- Executive Officer
- Office Manager
- Business Manager
- Program Coordinator
- Program Consultant
- Team Leader
- Administrator
- Store manager

## CAREER PATHWAY

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include executive office and program consultant/coordinator

## SKILLS RECOGNITION

If you already have some training, work or life experience in management, team leader role or coordinator, you may be eligible to have your existing skills and knowledge recognised and apply for advanced standing for one or more units. Processes for recognition include:

- Credit transfer
- Mutual recognition
- Recognition by assessment

## FEE

The fee for the Diploma of Leadership & Management is \$4500.00 and there is no refund two weeks prior to start of the course. Please refer to ATAC Student Handbook (v19.1) further detail on our website.



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## COURSE OUTCOMES

Gain the skills required to:

- Leading, planning & supervising the performance of team members to develop team cohesion & to foster innovative work practices.
- Accessing and assessing information for accuracy and relevance
- Obtaining feedback from colleagues and clients
- Communicating with business contacts to promote the goals and objectives of the business
- Instigating new or different work practices to improve productivity or service delivery
- Prioritising tasks
- Developing strategies for minimizing risk
- Identifying networking opportunities and developing operational strategies to ensure the viability of the business.
- Allocating work time to meet time and budget constraints
- Systematically identifying learning and development needs
- Participating in professional networks and associations to obtain and maintain personal knowledge and skills
- Using business technology to access, organize and monitor information.
- Developing plans and schedules

## DELIVERY ARRANGEMENTS

The Diploma program is typically delivered over a minimum 12-month period using a blend of on and off the job approaches. We combine group learning sessions with self-directed reading, summative assessment projects and research activities that combined we have allowed up to 768 hours for total volume of learning at Diploma level.

## PATHWAYS

This qualification can be completed via any of these pathways as follows. We offer flexibility with this qualification.

### RPL

If you have skills and experience to meet all the competencies of any unit/s, and can demonstrate/document that competency, then you may apply for RPL (recognise prior learning). Please contact our office for more details of this assessment-only process and an application form. Learners should allow 768 hours to complete the qualification in this format; however, this is assuming that you are able to provide sufficient and current evidence.

### GROUP SESSIONS

There may be several people in your organisation that can come together for a series of training sessions, at our training venue. We have a 12-unit ideal structure for Diploma however the amount of time face-to-face can be discussed and agreed depending on the current competencies of the participants and viability of them coming together. This involves a combination of summative and formative assessments that include research, written tasks, and demonstration activities.

### FLEXIBLE

It may not be possible or preferential to co-ordinate face-to-face sessions so we can also assist you through the qualification via post, email and phone support. Learners should allow up to 768 hours for volume of learning regardless.

### BLENDED APPROACH

You may prefer a combination of face-to-face sessions supported by email support and telephone conferencing. We can structure a program by incorporating all these options.



### CONTACT US:

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## COURSE STRUCTURE

To achieve this qualification, 12 units must be completed, comprising 6 core units and 6 elective units. BELOW ARE THE UNITS MAKING UP THIS QUALIFICATION OFFERED BY ATAC.



### Core Units

<b>BSBCMM511</b>	Communicate with Influence
<b>BSBCRT511</b>	Develop critical thinking in other
<b>BSBPEF502</b>	Develop and use emotional intelligence
<b>BSBOPS502</b>	Manage business operational plans
<b>BSBLDR523</b>	Lead and manage effective workplace relationships
<b>BSBTWK502</b>	Manage team effectiveness

### Elective Units

<b>BSBOPS505</b>	Manage organisational customer service
<b>BSBSUS511</b>	Develop workplace policy and procedure for sustainability
<b>BSBSTR501</b>	Establish innovative work environments
<b>BSBSTR502</b>	Facilitate continuous Improvement
<b>BSBWHS521</b>	Ensure a safe workplace for a work area
<b>BSBPEF501</b>	Manage personal and professional development



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