



CHOICE BUSINESS  
COLLEGE

Choice Business College Pty Ltd  
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BSB50420

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 104271A

## ABOUT THE COURSE

The purpose of this course is to develop skills of individuals with substantial experience in a range of settings but seek to further develop or formalise their knowledge and skills across a wide range of business functions. This qualification may be equally suitable to those with little or no vocational experience but would like to develop sound leadership and management skills knowledge to create further educational and employment opportunities. The qualification will help the learners to develop a wide range of 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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.

## ENTRY REQUIREMENTS

**International students must satisfy the following conditions:**

- ◆ An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- ◆ 18 years and above
- ◆ High School Certificate (Year 12) or equivalent BSB40520 - Certificate IV in Leadership and Management

## DURATION

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

## FEES & INTAKES

Please refer to International fees schedule on our website.

## STUDY LOCATIONS

Gold Coast campus  
Melbourne campus  
Parramatta campus  
Sydney campus

## INTAKE DATES

2022	2023
10 JAN	09 JAN
28 FEB	27 FEB
11 APR	10 APR
30 MAY	29 MAY
11 JUL	10 JUL
29 AUG	28 AUG
10 OCT	09 OCT
28 NOV	27 NOV



## CAREER OPPORTUNITIES

Employment outcomes resulting from the completion of this course may include the following roles:

- ◆ Sales Team Manager
- ◆ Frontline Manager
- ◆ Team Leader
- ◆ Supervisor
- ◆ General Manager

## DELIVERY MODE AND ASSESSMENT

**20** hours per week and delivered through blended learning

**10-15** hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

## COURSE STRUCTURE

Total number of units of competencies= Twelve (12) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB50420 Diploma of Leadership and Management.

Code	Title	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBCMM511	Communicate with Influence	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPPE502	Develop and use emotional Intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBHRM525	Manage recruitment and onboarding	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBOPS504	Manage business risk	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBTWK503	Manage meetings	Elective
BSBTWK501	Lead diversity and inclusion	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

## PATHWAYS

On successful completion of this course, the candidate may pursue BSB60420 Advanced Diploma of Leadership and Management or a range of other advanced diploma qualifications in BSB training package or alternatively, the students will be able to access the appropriate employment.

## RECOGNITION OF PRIOR LEARNING

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

