



BSB50420

Diploma of Leadership and Management

(CRICOS Course Code: 112702E)

DESCRIPTION

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with

accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

ACCREDITATION

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

CLIENT GROUPS

Overseas / International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section in the Student Handbook or contact Yarra College Australia (YCA).

ENTRY REQUIREMENTS

Qualification Package entry requirements

There are no specific entry requirements for this qualification.

YCA Admission requirements

- Applicants must be 18 years of age or older
- An IELTS score of 5.5 (or equivalent English language testing score) is required for International Students entering this program
- Students must successfully complete a LLN test to confirm their ability to effectively undertake the course
- This program has been designed to be delivered through classroom-based delivery and students must have the ability to attend the scheduled sessions as per the timetable and allocate some self-study time.
- Students will be required to have access to a computer (or laptop) with internet connection for self-study purposes.

Required Australian Core Skills Framework (ACSF) level

Typical ACSF LLN level would be Level 3

Licensing / Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact the unit.

PATHWAY FROM THE QUALIFICATION

After completing this Qualification students may wish to continue training in this industry by undertaking training in BSB60420 Advanced Diploma of Leadership and Management.

This qualification provides a pathway to possible job roles involving a management or leadership position such as Business Services Manager, Business Development Manager, Organisational Development Advisor.

TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to the Internet.

DURATION

This course is offered full time over 52 weeks (including holidays) on a full-time basis for 20 hours per week. Students need to gain competency in 12 units (6 core units and 6 elective units) to successfully complete this course.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

Yarra College Australia (YCA) has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

INTAKE AND FEE SCHEDULE

Published on website
www.yarracollege.vic.edu.au

Note: Students will be provided with the option of Easy Monthly Instalments. Students

are advised to contact the Institute in relation to the updated and recent fees for the course. The course fee is subject to change.

Terms and Conditions:

YCA will strive to maintain highly competitive, fair and reasonable fee structures.

- YCA adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- YCA provides details of course fees in all course information.
- YCA will ensure these fees are applied and communicated to clients prior to enrolment.
- In accordance with the Standards for RTOs 2015, YCA adopts the following to protect fees paid in advance:
 - ✓ Flexible payment arrangements/ options will accommodate individual circumstances.
 - ✓ Fees must be paid in full before certification will be issued.
 - ✓ Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

COURSE STRUCTURE

For International Students, this qualification is expected to be completed in 1 year.

This will include 40 weeks of training and assessment spread over four (4) study periods of 10 weeks each and a total 12 weeks of study break periods interspersed between study periods.

As per package rules, 12 units must be completed. These include 6 core units and 6 elective units.

Core Units

| UNIT CODE | UNIT NAME |
|-----------|---|
| BSBCMM511 | Communicate with influence |
| BSBCRT511 | Develop critical thinking in others |
| BSBLDR523 | Lead and manage effective workplace relationships |
| BSBOPS502 | Manage business operational plans |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBTWK502 | Manage team effectiveness |

Elective Units

| UNIT CODE | UNIT NAME |
|-----------|--|
| BSBLDR522 | Manage people performance |
| BSBOPS501 | Manage business resources |
| BSBPEF501 | Manage personal and professional development |
| BSBSTR502 | Facilitate continuous improvement |
| BSBTWK503 | Manage meetings |
| BSBWHS521 | Ensure a safe workplace for a work area |

COURSE COMMENCEMENT

Please contact YCA for the intake dates.

ASSESSMENT METHODS

A range of assessment methods employed by Yarra College Australia ensures that assessments are fair, valid, reliable and reasonable while ensuring that Yarra College Australia meets the requirements of the relevant Training Package and the rules of evidence. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment.

Based on the assessment methods for each unit of competency, assessment styles incorporated by Yarra College Australia include a range of assessment tasks such as knowledge questions; research tasks; assessor observations; and projects, which may include case studies, round tables and project portfolios; role-plays; undertaken at

prescribed assessment schedules. Tasks will require in-class work to evidence aspects of skills and knowledge as well as ensure a consistent approach to the unit of competency through continuous engagement and feedback.

Knowledge questions are designed to help the student demonstrate the knowledge that they have acquired during the unit

Research tasks are used in two ways. The first is to assess the student's ability to conduct and analyse research/gather information and is in response to performance criteria or performance evidence. The second is to assess the student's knowledge and is generally in response to knowledge evidence.

Assessor observations are used where the unit of competency requires that the student must be observed demonstrating the skills and knowledge that they have acquired during their course. These observations will be in person.

Projects are provided to help students demonstrate the knowledge and skills that they have developed during their course. Supporting templates and resources, including project portfolios, are provided to the student and marking guidance is provided to the assessor.

Round table discussions will be used for students to discuss their own real experiences and apply them in the context of the case study. Even though students may be participating in a project based on a case study business, they have a wealth of knowledge, experience and skills that they have each gathered throughout their lives that can be reflected on and applied in discussion with their peers and fellow students. These can then be discussed and applied to the project they are working on, making it more industry realistic.

RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package

(<https://training.gov.au/Training/Details/BSB50420>). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers
- Microsoft Office Suite

COMPLETION

Upon successful completion of this course, student will receive a nationally recognised BSB50420 – Diploma of Leadership and Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB50420 – Diploma of Leadership and Management

COURSE DELIVERY LOCATION

The training delivery location is LEVEL 6,190 Queen Street, Melbourne Vic 3000



FURTHER INFORMATION

Before enrolment, each student should ensure s/he meets the following requirements:

- Enrolment Application Form can be downloaded from website <https://yarracollege.vic.edu.au/> or request to be emailed can be forwarded to admissions@yarracollege.vic.edu.au
- Read and understand the complete information available at YCA's website yarracollege.vic.edu.au or email your request to info@yarracollege.vic.edu.au.
- Read and understand all policies and procedures available at YCA's website or email your request to info@yarracollege.vic.edu.au.
- Provide YCA with their Unique Student Identifier (USI) number. For more information, see <https://www.usi.gov.au/students/create-your-usi>
- You can post or visit us at our head office in Level 6, 190 Queen Street, Melbourne, 3000, Victoria, or call us at +61390175256.
- You will also find further information about fees and refunds and the enrolment process applied by YCA on the website <https://yarracollege.vic.edu.au/> and Student Handbook.
- For further details or queries, YCA can be contacted via email at info@yarracollege.vic.edu.au or admissions@yarracollege.vic.edu.au or phone: +61390175256.

IMPORTANT INFORMATION

YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.

Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yarracollege.vic.edu.au/>.



Yarra College
Australia

Contact us: +61 466106256

- ✉ info@yarracollege.vic.edu.au
- 🌐 www.yarracollege.vic.edu.au
- 📍 Campus: Level 6, 190 Queen Street, Melbourne, 3000
- 📍 Training Kitchen: 18 Lens Street, Coburg, 3058



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