DIPLOMA OF LEADERSHIP AND MANAGEMENT

<table>
<thead>
<tr>
<th>National course code</th>
<th>BSB51915</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training package</td>
<td>BSB Business Services</td>
</tr>
<tr>
<td>How long will it take?</td>
<td>12 months</td>
</tr>
<tr>
<td>TAFE NSW delivery Institute and RTO code</td>
<td>South Western Sydney Institute RTO code 90008</td>
</tr>
<tr>
<td>Can I apply for VET FEE-HELP?</td>
<td>Yes. This means you can apply for a VET FEE-HELP student loan to help pay for your course. The Commonwealth Government VET FEE-HELP student loan scheme provides you with the option of:</td>
</tr>
</tbody>
</table>
|                       | • deferring all of your course fees or  
|                       | • paying some of your course fees upfront and deferring the balance. |
| More details are available on the TAFE NSW website |
| Why take this course? | Are you a leader or manager in your current role? Want to get qualified and land a role where you’ll use your management knowledge to plan, carry out and evaluate own work and work of a team?  
The Diploma of Leadership and Management provides you with the skills and knowledge to initiate and make sound judgement in planning, organising, implementing and monitoring workloads to meet organisational requirements.  
You’ll learn how to conduct a risk analysis, manage a project, develop an innovative work environment, implement new systems, manage workplace relationships and work towards the organisation’s goals. |
| How will it help my career? | Leaders and managers work in every sector ranging from banking to construction, education and office-based workplaces.  
Potential roles include managers in a range of workplaces. |
| What are the entry requirements for this course? | There are no formal entry requirements for this qualification. |

Information correct at time of publishing June 2015
| **Can I continue my studies after this course?** | When you successfully finish this course you can apply to do the Advanced Diploma of Leadership and Management or a range of other Diploma or Advanced Diploma qualifications.  
In addition, depending on units/electives completed in this course, you may be eligible for advanced standing in other courses and other Training Package qualifications. |
| **Can I get credit for my existing skills or qualifications?** | If you already have skills and knowledge that are relevant to your course you may be able to apply for credit through articulation, credit transfer or recognition of prior learning.  
By applying for credit you can reduce the amount of time you need to study and get your qualification faster.  
You can apply to your TAFE NSW Institute when you enrol or as soon as your classes start. |
| **What level of English language do I need?** | All TAFE NSW Online courses require you to meet minimum English language levels before you enrol. Detailed information about meeting these English language levels is available at the [TAFE NSW Australia website](#).  
To get the most from your course, you should be able to read online material and textbooks, complete written assignments and conduct research independently. Your online study will include webinars (online seminars or meetings), text-based discussions and collaboration. |
What will I need to do to complete the course?

To successfully complete the course you’ll be working on a number of tasks for each of the 12 study units (four core and eight electives). These units have been selected based on industry demand and in consultation with management professionals to provide you with current industry skills and knowledge.

**Core Units**
- BSBLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

**Elective units**
- BSBCUS501 Manage quality customer service
- BSBINN502 Build and sustain an innovative work environment
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBBMPG522 Undertake project work
- BSBRSK501 Manage risk
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBMGT605 Provide leadership across the organisation

What is the average weekly workload?

10-12 hours study a week

Do I need access to a workplace to complete the course?

It is not essential but we do recommend you have access to a workplace while you study so you can identify and refer to work practices.

Learning and assessment is based on real work-based tasks and you’ll use a virtual workplace, ‘The L&M Bank’ to simulate a real work environment.

What computer skills and equipment do I need?

You’ll need basic computer skills to complete the course online. This includes the ability to:

- access and search the internet
- use software to create documents
- create, save and edit documents
- upload, download and save documents through websites
- attach and use devices, eg USB flash drive
- participate in online discussions.

You’ll also need access to a computer or other device such as a tablet or mobile phone with reliable internet access.

Minimum technical requirements for all TAFE NSW Online courses are listed on the TAFE NSW website.

Information correct at time of publishing June 2015
Yes. To complete the learning and assessment activities for Develop and use emotional intelligence and Lead and manage team effectiveness you’re required to purchase:

- BSBLDR501 Develop and use emotional intelligence, Participant guide published by smallprint Australia Pty Ltd.
- BSBWOR502 Lead and manage team effectiveness, Participant guide published by smallprint Australia Pty Ltd.

This textbook can be ordered online from smallprint Australia Pty Ltd.