

**Capital College**

RTO No: 41593

CRICOS No: 03537J

**BSB51918 Diploma Leadership and Management (Release 4)**  
**CRICOS course code: 098870K Course currency status: Current****Location**

Training and assessment will take place at Level 2, 17-21 University Avenue, Canberra ACT 2601 and in October 2020 it will also be offered at Level 5, 9 Lawson Street, Southport, QLD 4215

**Target participants –**

The target market for this course is students who wish to access employment in a managerial role with responsibility for individuals and / or organisational outputs.

The target student cohort shall be either:

- Those with qualifications and experience across a broad range of industries looking for advancement to a managerial role
- Those wishing to undertake a full qualification to advance their career
- Those in a managerial role looking to further develop skills and knowledge

It is anticipated applicants may have some specific subject knowledge in the contexts outlined in the units of competency however, it is not necessary to be a manager to complete this course.

**Course description**

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** – All students must be over 18 years of age at the time of course commencement.

International Students must demonstrate they have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Australian Department of Immigration and Border Patrol (DBIP).

Prior to course commencement, international students must secure a student visa or a temporary graduate visa that allows them to study in an Australian Registered Training Organisation.

**Academic entry requirements** – Year 12 minimum (Australian equivalent)

**Training Pathway**

Students who successfully complete this course may progress onto other courses for which they may be eligible. e.g. Advanced diploma in Leadership and Management.

**Employment Pathway**

Successful completion of this qualification may provide career opportunities in middle management roles with responsibility for individuals and organisational outputs. The role may be in a wide variety of industries, public service, small businesses or large.

**Entry and Exit Points within the training product**

Upon successful completion of the 12 units of competency in this course, students will be issued the Diploma of leadership and Management qualification. If a student does not complete the full qualification, but has successfully achieved units, a Statement of Attainment will be issued upon request by the student, indicating that they do not plan to complete the full qualification.

**Recognition of Prior Learning (RPL) and Credit Transfer (CT)**

All students are provided with the opportunity to have their prior learning and experience assessed against current standards and gain recognition for this. (Recognition of Prior Learning - RPL). Students who have successfully completed whole units of competency included in this course can apply for Credit. RPL assessment attracts a fee for assessment of each unit.

**Duration and study load**

This course is offered over 56 weeks including 40 weeks term time, 4 weeks of finalisation of submissions and 12 weeks of holidays on a full-time basis.

During term time students attend scheduled face to face classes for 2 ½ days per week – 2 x 8hrs and 1 x 4hrs.

Students will be required to undertake additional independent study/homework and assessment outside of schedule class time for approximately 10 hours per week during term time.

**Please note: This course is usually delivered at the College face to face. however, for the immediate future, because of COVID-19 students are being taught via webinar and through online resource.**

The course delivery hours are approximate as the amount of time different students spend on independent study and assessments will vary with individual learner needs and their own individual context.

**Course delivery**

This course is usually delivered via face to face training, online and independent study. The college has adjusted its delivery because of COVID-19. Students are provided with required texts and course materials online.

The sequencing of delivery includes:

- reading course texts (online) and other learning materials,
- attending webinars
- attending online forums

The following techniques are employed:

- trainer presentations and demonstrations,
- individual tasks,
- case studies,
- quizzes
- research,
- group work.

**Independent study**

During independent study students will read the learning material to develop knowledge and understanding, work on homework, conduct research and undertaken activities to develop their English language ability.

**Assessment**

Assessment will take place in student's own time. All assessment activities will be conducted by Capital College Assessors.

Assessment methods include:

Assessment tasks/ projects  
Questioning/quizzes

Assessors will provide copies of the assessment tasks and discuss the assessment requirements prior to each student attempting each task.

Assessments employ a variety of theoretical and practical tasks to assess competency. Students are provided with assessment tasks online with corresponding rubrics for clarity of requirements.

In order to achieve the Diploma of Leadership and Management, students must satisfactorily complete the following 12 units of competency:

No.	Unit Code	Unit Title	Core/Elective
1	BSBLDR511	Develop and Use Emotional Intelligence	CORE
2	BSBMGT17	Manage Operational Plan	CORE
3	BSBLDR502	Lead & Manage Effective Workplace Relationships	CORE
4	BSBWOR502	Lead and Manage Team Effectiveness	CORE
5	BSBCUS501	Manage Quality Customer Service	ELECTIVE
6	BSBMGT518	Develop Organisation Policy	ELECTIVE
7	BSBFIM501	Manage Budgets and Financial Plans	ELECTIVE
8	BSBPMG522	Undertake project work	ELECTIVE
9	BSBWHS521	Ensure a Safe workplace for a Working Area	ELECTIVE
10	BSBWOR501	Manage Personal Work Priorities and Professional Development	ELECTIVE
11	BSBADM502	Manage meetings	ELECTIVE
12	BSBHRM405	Support the Recruitment, Selections and Induction of staff	ELECTIVE

#### Fee information

The total fees charged for this course is \$8,530. This is made up of \$8,000 tuition fees plus additional fees of \$250 enrolment fee and \$280 for learning materials fee (both are non-refundable). (Please note these fees are subject to change from time to time but will not change over the duration of a course already enrolled in).

All fees indicated are in Australian dollars.

Please refer to the Students fees & refunds policy for further details on all fees and charges and when they are applied.

#### Further Information

Contact a Senior administrator, call + 61 2 6147 0999 or email [info@capital.edu.au](mailto:info@capital.edu.au) for further information.