

# Diploma of Leadership and Management

## BSB51918



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.

**Common positions that may be suited with this qualification are:**

- < **Supervisor**
- < **Manager**

### **COURSE REQUIREMENTS:**

#### **DOMESTIC STUDENTS**

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

#### **INTERNATIONAL**

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 47 or
- must have an OET score of pass

Completed year 11

### **TRAINING DELIVERY:**

classroom-based

### **DURATION:**

- Domestic: 36 weeks
- International: 36 weeks

**Domestic students:** ☎ 13 13 89

**International students:** 📞 +61 3 9450 0500

Please see over for Units of Study



# Units of Study



## Units of study

Students will need to complete 12 Units of Competency, consisting of: 4 Core and 8 Electives  
(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
ELECTIVES	
BSBCUS501	Manage quality customer service
BSBHRM405	Support the recruitment, selection and induction staff
BSBMGT502	Manage people performance
BSBWHS521	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBPMG522	Undertake project work

## RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification.

Detailed information is available on the ETEA website [www.etea.edu.au](http://www.etea.edu.au)

## FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at [www.etea.edu.au](http://www.etea.edu.au)

## GOVERNMENT FUNDING:

You may be able to access government funding if you meet the eligibility criteria.

To check if you are eligible visit [www.etea.edu.au](http://www.etea.edu.au)



**FURTHER INFORMATION**  
Visit our website or contact your  
closest office for further information.

[www.etea.edu.au](http://www.etea.edu.au)



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