

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 162 or
- must have an OET score of B for each component
- Completed year 11 or equivalent

TRAINING DELIVERY:

Classroom delivery: Face to face training and Practical Placement.

Please note that the assessment methods for this course includes Theory component and mandatory practical placement component of 120 hours. You must complete placement hours to be able to achieve the competency in the units and successfully complete the course

Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

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

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

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



FURTHER INFORMATION

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

www.etea.edu.au



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