

BSB51918 DIPLOMA OF LEADERSHIP & MANAGEMENT

CRICOS CODE: 099344B

Duration: 78 Weeks (Including 60 Weeks of study and 18 Weeks of break)



Overview

- You will develop broad and specialised skills across a wide range of business functions needed in dynamic business environments. You will learn how to manage risk, plan market research, manage budgets and financial plans, manage people performance and much more.

Job Opportunities

- Executive Officer
- Office Manager
- Program Coordinator

Entry Requirements

All students must be over 18

International Students

- Must have completed equivalent to Australian Grade 12, and IELTS band 5.5 (with no individual band below 5.0) or equivalent

Domestic Students

- Must have completed Grade 12, or Achieve ACSF Level 5 in a Language, Literacy and Numeracy assessment

Class Times

20 hours Face-to-Face classroom delivery.

4 hours Self-direct learning as allocated by your trainer.

A qualified trainer will be available to assist you on campus during these sessions.

5 hours Self-study at home. Your trainer will suggest at home activities via Moodle relevant to your current studies.

- Shift1

Mon-Tue	09:00 AM - 18:00 PM
Wed	09:00 AM - 13:15 PM
Wed	13:45 PM - 18:00 PM *Self-direct learning

- Shift2

Wed	09:00 AM - 13:15 PM *Self-direct learning
Wed	13:45 PM - 18:00 PM
Thu- Fri	09:00 AM - 18:00 PM



Course Structure

- You must achieve competency in 12 units of competency. Of these 12 units, 4 are core units and the remaining are 8 elective units that must come from the Group A, up to 4 from Group A or Group B and 3 may be imported. For more information refer to www.training.gov.au

Unit code	Unit name	Core/Elective
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBINN502	Build and sustain an innovative work environment	Elective
BSBADM502	Manage meetings	Elective
BSBHRM506	Manage recruitment selection and induction processes	Elective
BSBMKG506	Plan market research	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBMGT502	Manage people performance	Elective
BSBRSK501	Manage risk	Elective
BSBFIM501	Manage budgets and financial plans	Elective

Assessment Method

- Assessments will be conducted through a combination of questioning, reports, presentations, role-plays and observations.

Recognition of Prior Learning

- We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

Pathways

- Upon successful completion of BSB51918 Diploma of Leadership and Management, you may pursue BSB61015 Advanced Diploma of Leadership and Management or a range of other Advanced Diploma qualifications in the BSB training package.

INTAKE DATE

2021				2022			
11	08	12	24	10	07	11	16
JAN	FEB	APR	MAY	JAN	FEB	APR	MAY
12	23	11	22	11	08	10	21
JULY	AUG	OCT	NOV	JULY	AUG	OCT	NOV

OUR AGENT: CAC has relationships with Education Agents to recruit students on our behalf. For a full list of our approved Agents, please refer to the Our Agents page on our website

STUDENT SUPPORT: We are committed to ensuring that you get all the support you need to be successful in your studies. For more information cacademic.edu.au/international/student-support/

