

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

The Diploma of Leadership and Management is a full-time course, which requires 20 hours of college attendance per week. The qualification will be delivered over a period of 35 weeks (excluding holidays) based on four days of college attendance. Additional home-based study will be required.

## ENTRY REQUIREMENTS

The BSB51915 Diploma of Leadership and Management packaging rules state that there are no entry requirements into this qualification. ACBC requires students to have completed Year 11 of the NSW Higher School Certificate or its equivalent.

## QUALIFICATION

Graduates completing all components of the course and demonstrating competence in all units will be awarded a nationally recognised BSB51915 Diploma of Leadership and Management, which is currently in release 2. A nationally recognised Statement of Attainment will be issued where a student has withdrawn but has successfully completed part of the qualification or completes the course but does not demonstrate competency in all units.

## CAREER OPPORTUNITIES

On successful completion of this course and with suitable experience, graduates have opportunities for employment in job roles with duties such as Manager, Team Leader, Coordinator and Supervisor.

## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning acknowledges skills, knowledge and competencies obtained through:

- Formal training /study
- Work experience
- Life experience

Students are eligible to apply for RPL and an administration fee of \$450 per unit of competency applies depending on the evidence supplied by students seeking RPL. Full details of the application process can be acquired from the college's student administration.

## CREDIT TRANSFER (CT)

ACBC recognises and grants credit transfer for nationally recognised units of competency issued by other RTOs. Full details of the application process can be acquired from the college's student services.

## LANGUAGE LITERACY AND NUMERACY (LLN)

Students enrolling in this qualification will undertake an LLN test to determine the student's ability to engage in the course.

## MODE OF DELIVERY

This course is delivered face-to-face in a classroom based learning environment. This mode of delivery will combine theory-based material and practical tasks. The theory sessions are designed to explain the skills, knowledge and task that comprise the Diploma of Leadership and Management.

## ASSESSMENT

Assessment methods for this course are a combination of written responses, projects, demonstrations and presentations.

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [info@acbc.nsw.edu.au](mailto:info@acbc.nsw.edu.au)

➤ **1300 COLLEGE**



### QUALITY OF TRAINING

ACBC is responsible for the quality of the training and assessment being provided in this course and for the issuance of any AQF certificate.

### UNIVERSITY OPTIONS

Students wishing to pursue university after completing studies at ACBC can do so in conjunction with various universities and educational institutions. Graduates are eligible for a minimum of 40 credit points (equivalent to one full-time semester) and up to a maximum of 60 credit points through Western Sydney University depending on units studied.

### LEARNING RESOURCES

All equipment and resources are provided for students enrolling into this qualification including textbooks, learner guides, student handouts and assessment instructions at no

cost. A list of prescribed textbooks will be given to students at orientation. Students have access to college computer labs and the Internet.

### FACILITIES

The qualification is partially held in a designated classroom for lectures, tutorials and group work. For any work requiring computers, students will be able to use college laptops. There are also computer labs which can be utilised, with every student allocated their own workstation. These computers can also be used to access the Internet.

### WORK PLACEMENT PROGRAM

Students enrolled in the Diploma of Leadership and Management course are offered an optional one day a week work-placement opportunity in terms 3 and 4, which is organised by our Work Placement Team.

<b>(4) CORE UNITS</b>	<b>BSBLDR501</b>	Develop and use emotional intelligence
	<b>BSBMGT517</b>	Manage operational plan
	<b>BSBLDR502</b>	Lead and manage effective workplace relationships
	<b>BSBWOR502</b>	Lead and manage team effectiveness
<b>(8) ELECTIVE UNITS</b>	<b>BSBCUS501</b>	Manage quality customer service
	<b>BSBMGT516</b>	Facilitate continuous improvement
	<b>BSBWH501</b>	Ensure a safe workplace
	<b>BSBHRM405</b>	Support the recruitment, selection and induction of staff
	<b>BSBMGT502</b>	Manage people performance
	<b>BSBWOR501</b>	Manage personal work priorities and professional development
	<b>BSBPMG522</b>	Undertake project work
	<b>BSBADM502</b>	Manage meetings



**CAMPUS LOCATIONS** All three campuses are located in the heart of the Business District of their respective locations and no more than a five minute walk from the train station.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications

- **28 MEMORIAL AVENUE LIVERPOOL NSW 2170**
- **LEVEL 1, 85 GEORGE STREET PARRAMATTA NSW 2150**
- **313-323 CROWN STREET WOLLONGONG NSW 2500**

ACBC is a Registered Training Organisation (RTO) No. 90271.