

FACT SHEET

Diploma of Leadership and Management

BSB51915



The National Finance Institute

National Provider Number: 31203



What is this course?

Our Diploma of Leadership and Management course is designed for people who are looking to further develop their management skills and want the flexibility of online learning. It is 100% online although we do offer printed manuals as an option to accompany online access. This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. This generic management qualification is relevant across industries.



Can I choose the Units I prefer?

12 Units of Competency are required to be completed, comprised of 4 Core Units and 8 Elective Units. 4 units must be selected from the Group A units listed below. 4 units may be selected from either Group A units or Group B units listed below. Units should be relevant to the work outcome that you desire and local industry requirements. At the bottom of this page we have a suggestion for 8 elective units, however you can choose to vary this if you wish, provided you choose in the method above.

Core Units

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

Elective Units

Group A

BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction staff
BSBINN502	Build and sustain an innovative work environment
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development

Group B

BSBADM502	Manage meetings
BSBCOM503	Develop processes for the management of breaches in compliance requirements
BSBFRA502	Manage a franchise operation
BSBHRM512	Develop and manage performance-management processes
BSBHRM513	Manage workforce planning
BSBINM501	Manage an information or knowledge management system
BSBLED501	Develop a workplace learning environment
BSBSLS501	Develop a sales plan
BSBSLS502	Lead and manage a sales team
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK510	Manage employee relations

Which Elective Units does NFI recommend?

BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBHRM512	Develop and manage performance-management processes
BSBHRM513	Manage workforce planning
BSBSLS502	Lead and manage a sales team
BSBWRK510	Manage employee relations

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***Do I need to do the units in a certain order?***

You can complete the 12 Units in any order you prefer.

Is the course nationally recognised?

Yes, the BSB51915 Diploma of Leadership and Management course has been mapped against the Australian Quality Training Framework and is delivered by The National Finance Institute as an RTO, national provider number 31203.

What are the entry requirements / pre-requisites?

Sufficient written and verbal English language skills, basic word processing skills and some experience in either a team leader, managerial or supervisory role. There are no formal pre-requisites for this qualification however, the prior study pathways for candidates considering this qualification could include:

- Certificate IV in Leadership and Management OR
- Vocational experience but without a formal supervision or management qualification.

What qualification could I continue with after I complete this course?

Pathways from the qualification could include:

- BSB61015 - Advanced Diploma of Leadership and Management or other Advanced Diploma.

When can I start the course?

Commencement via Online E-learning can commence at any time you desire. Simply complete the Enrolment Online process to get started. Once we have your details and your completed Unit Chooser Form, your login details will be forwarded by email within two days (usually same day). Online e-learning students will access the course via our dedicated 24/7 online e-learning platform.

What materials/equipment do I need?

Access to a computer is required with Word Processing facility also required. There are no text books required. Online students have the option of ordering the hard copy of the training units at an additional cost of \$30 per unit plus postage.

What is the assessment process?

There is no requirement for any face-to-face assessment. The assessment tasks are all provided online, to be completed after you have studied each section within the unit. Assessment activities include written activities, written questions and some projects. All of your assessments are to be submitted through the online platform. Once you submit your assessments your trainer/assessor will automatically be notified and will assess your activity providing comments for you to access online. If you are not graded as competent on your first submission, your trainer will provide feedback in order that you can resubmit your answer.

How long will this course take to complete?

You have 12 months to complete this course, but as you work through the course material at your own pace, you may finish the course more quickly.

What career opportunities will it provide on completion?

Job opportunities and their titles vary across different industry sectors. A possible job title relevant to this qualification is "Manager".

How much does the course cost?

The full BSB51915 course via online e-learning mode is \$1,545 per student

This cost is fully inclusive of trainer support, assessment and certificate delivery. There is no GST component.

Discounts may be available for group bookings. Hard copies of the units are available at \$30 per unit + postage.

Are any subsidies available to assist with payment?

The Australian Government provides a range of incentives to employers for employing an apprentice or trainee.

Australian Apprenticeships (the term given to traineeships) are available in over 600 different occupations, some part-time and some full-time, (including some for mature age workers). Existing employees can also benefit through the traineeship scheme assisting employers to upskill their employees. It is recommended that employees discuss options with their employer or visit the traineeship website: <http://www.australianapprenticeships.gov.au/>

***Are there workshops for this course?***

This course is provided through online e-learning or in combination with printed material. It is not available through a face-to-face workshop. However you are allocated a trainer from the moment you commence so full support is available online, should you require it. The same trainer will be with you for the duration of your course.

How will I be notified of my results?

To pass an assessment task you must be given the status of "competent" by your trainer. This will occur after you have submitted the tasks for each unit. You do not need to wait for any assessment to be marked before continuing on with your next unit. Once you have been graded as Competent for every unit in which you are enrolled, you will then be eligible to receive your qualifying Certificate.

What will I receive?

Successful completion of all units entitles the trainee to the nationally recognised, qualifying BSB51915 Diploma of Leadership and Management qualification. A transcript of the unit competencies achieved will also be provided with the Certificate. Both the Certificate and the transcript should be retained in a safe place.

Can I apply for RPL?

Yes, for those who have relevant experience or who have completed other training, recognition of prior learning (RPL) is available. An application form and further information is available on the NFI website under Forms or you can request RPL information be emailed, should you wish to apply. RPL fee is \$995. RPL may be combined with Credit Transfer and study of units to a maximum fee of \$1,545.

How do I apply?

Complete the enrolment through the financeinstitute.com.au website. Then email us your completed Unit Chooser Form. You will then receive confirmation that we have received your enrolment and any other details necessary. Your receipt for payment will be forwarded separately. Your login details for each unit will be emailed so you can begin straight away if you wish.

Can I speak to someone about the course?

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find more about us on our website at www.financeinstitute.com.au