

FACT SHEET

Diploma of Leadership and Management

BSB50420



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 understanding of 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 wish to apply their knowledge, skills and experience to manage the workload of others or to lead others. Take leadership to the next level and enhance your skills with this generic management course, relevant across a variety of industries where management skills and knowledge are required.



Can I choose the Units I prefer?

12 Units of Competency are required to be completed, comprised of 6 Core Units and 6 Elective Units. Units chosen should be relevant to the work outcome that you desire.

Core Units:

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

Elective Units:

BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBOPS501	Manage business resources
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBPEF501	Manage personal and professional development
BSBSTR502	Facilitate continuous improvement
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBTWK501	Lead diversity and inclusion
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area
BSBXCM501	Lead communication in the workplace

What Elective Units are recommended?

In addition to your Core Unit, as a suggestion for choosing your Elective Units, and to incorporate some financial understanding, we suggest the following:

BSBSTR502	Facilitate continuous improvement
BSBPEF501	Manage personal and professional development
BSBXCM501	Lead communication in the workplace
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS504	Manage business risk
BSBFIN501	Manage budgets and financial plans

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

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

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.

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Is the course nationally recognised?

Yes, the BSB50420 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 qualification could I continue with after I complete this course?

Pathways from this qualification could include:

- BSB60420 - 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 start with the Enrol Here button on our website to enrol. 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). You will then be able to access the course units via our dedicated 24/7 online e-learning platform.

What materials/equipment do I need?

Access to a computer is required with a Word Processing function so you can create some of your assessment answers as a document for uploading. 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 \$40 per unit including postage.

What is the assessment process?

There is no requirement for face-to-face assessment. The assessment tasks are provided online, to be completed after you have studied each section within the unit. Assessment activities include written activities, written questions and some written projects. All of your assessments are to be submitted through the online platform. Your answers may include documents, or videos demonstrating your practical application of the knowledge or skills you have acquired. Once you submit your assessments your trainer/assessor will automatically be notified and will assess your activity providing comments and feedback for you to see in the portal. If you are not graded as competent on your first submission, your trainer will provide feedback in order that you can resubmit your answer. Your nominated trainer is available to support you throughout your study via the online "Messages" feature.

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. This means you would be aiming to complete one unit each month. If you require additional time, you can apply for a paid extension.

What is the difference between Online e-learning and Distance Learning?

Online e-learning is online access only and the course units cannot be printed from the online platform. Distance Learning provides full online access but in addition the printed copy of the unit or units are mailed or couriered to you. Some trainees prefer the comfort of studying from printed material rather than their screen.

How much does the course cost?

The full BSB50420 course via online e-learning mode is \$1,545. The Distance Learning package price is \$1,845.

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 individual units are available at \$40 per unit incl postage.

Postage is \$10 for an individual unit or \$30 for two or more units in the one package.

You may prefer to study one unit at a time which would be \$209 per online unit or \$249 for online study with the printed manual provided. We also have a Payment Plan option for an additional one-off \$40 setup fee, with a maximum term of 4 months.

How does a Payment Plan work?

When you enrol through our website, the payment choices that are available will show the option of ticking our "Easy Payment Plan". You then fill in our simple one-page Payment Plan application form where you nominate whether you would like to pay off your course fee over 2 or 3 or 4 months. The \$40 setup fee applies to your first instalment. As an example, if you were to choose a 4 month plan for this course, your first instalment would be \$426.25. Then for the next three months your instalment would be \$386.25 per month. As you would provide your debit or credit card details for these instalments, the amount would automatically be debited on the same date each month until your full course fee is paid. As each instalment is paid, you will see your chosen units gradually added to your online study portal.



What career opportunities will it provide on completion?

Job opportunities and their titles vary across different industry sectors. Some job titles relevant to the achievement of this qualification are “Assistant Manager”, “Manager” or “Supervisor”.

Are there workshops for this course?

This course is provided through online e-learning or in combination with the printed material. It is not available through a face-to-face workshop. However you are allocated a trainer from the moment you commence so support is available online, should you require it. Trainees’ questions may be of an administrative nature in some instances so in such a situation we would recommend contacting our friendly admin personnel in the first instance, for a fast response.

Can I get private tuition if I struggle with any topics?

We do have a Private Tuition option for trainees who feel they would benefit from a trainer’s explanations. Private Tuition is conducted through Zoom or Skype and is \$140 per hour. This hourly fee is in addition to the initial course fee. Trainees can choose to cover a variety of topics during these Private Tuition sessions and they are available by making a booking on 1300 765 400.

How will I be notified of my results?

When you have passed an assessment task you will be given the status of “competent” by your trainer. This will occur after you have submitted the tasks for each unit. Each unit will have what we refer to as “Knowledge Questions” and Projects. 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 and Transcript (or Statement of Attainment).

What will I receive?

Successful completion of all units entitles you to the nationally recognised, qualifying BSB50420 Diploma of Leadership and Management qualification. A Transcript of the unit competencies achieved will also be provided with the Certificate. The original Certificate and Transcript should be retained in a safe place. If you decide you do not wish to finish the full course, just let us know and we will issue a Statement of Attainment for those units which you have passed.

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 Course Enrolment process through our website by clicking on the green “Enrol Here” button then choosing the BSB50420 course. In addition to the enrolment questions, we will need to know your choice of units, so please also forward the “Unit Chooser” form. You will then receive an email confirming that we have received your enrolment. Your receipt for payment will be forwarded by email. 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 us 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