

FACT SHEET

Diploma of Leadership and Management

BSB51918



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 supervise others or organise management practices. This generic management qualification would be 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 4 Core Units and 8 Elective Units. 4 elective units must be selected from the Group A units listed below. 4 elective 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. At the bottom of this page we have a suggestion for 8 elective units, however you can choose to vary this if you wish.

Core Units:

BSBLDR502	Lead and manage effective workplace relationships
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
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
BSBLDR513	Communicate with influence
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
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
BSBMKG507	Interpret market trends and developments
BSBSLS501	Develop a sales plan
BSBSLS502	Lead and manage a sales team
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK520	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
BSBWRK520	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 BSB51918 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 this 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 start with the Enrol Here button on our website 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). 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 \$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 written 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 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. If you require additional time, you can apply for an extension.

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".

How much does the course cost?

The full BSB51918 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 \$30 per unit + 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 + the hard copy provided. We also have a Payment Plan option for an additional one-off \$40 admin fee, with a maximum term of 4 months.

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 the printed hard copy of the unit or units are mailed or couriered to you.



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 full support is available online, should you require it.

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. 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 BSB51918 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.

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 BSB51918 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