

BSB50420 Diploma of Leadership & Management (CRICOS Code: 113146J)

Duration

Calendar Year: 52 weeks

Terms: 4 Terms x 9 weeks each (Total 36 weeks)

Holidays & Study Breaks: 16 weeks – 4 x 4 weeks

Study Type: Full Time, 20 hours / week

Location

Level 6, 8 Quay Street, Haymarket NSW 2000

Course Fee

\$6,000.00

Application Fee*

A non-refundable Administration Fee of \$350 is to be paid with the deposit.

Additional Fees*

Material Fees: \$200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

*Any fee changes will not affect enrolled students. New fees will apply to new enrolling students.

#Smart and skilled funding is available for domestic students for this qualification. Please enquire with SBI.

Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence is gathered through a combination of direct observations, problem solving through case studies, responses to multiple choice and short answer questions, self-assessments and third-party reports (if applicable).

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating “real life situations” in order to develop the skills identified in the “employability skills” for this qualification.



Phone: 02 9211 4958

Email: info@sbi.edu.au

Website: www.sbi.edu.au

Address: Level 6, 8 Quay St, Haymarket NSW 2000;

RTO ID: 45097

CRICOS Code: 04127H



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Sydney Business Institute

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Entry Requirements

a) English language equivalence requirements

- English is the student's first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study in Australia at secondary, post-secondary or tertiary level; or
- Completion of the English for Academic Purposes (EAP) program at any ASQA / TEQSA Accredited Language Centre; or
- Pass Placement Test

b) Educational and other qualifications, skills, and other prerequisites

- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); and
- Should be 18 years of age or over at time of commencement

Pathways from the qualification

Following the Diploma, Student's may choose to continue their studies with Advanced Diploma of Leadership and Management.

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Course Description

This qualification will develop management and leadership skills with a powerful framework to enhance individual leadership and managerial abilities. This course focuses on both personal management and professional development. It places emphasis on self-managing performance, work priorities and time management, while also taking responsibility for your professional development within the context of an organisation.

Recognition of Prior Learning

Sydney Business Institute (SBI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by SBI and which may also exist in other Training Packages.

An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Student Support Officer upon request.

The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.



UNITS OF COMPETENCY	
CODE	TITLE
BSBPEF502 (C)	Develop and use emotional intelligence
BSBCRT511 (C)	Develop critical thinking in others
BSBTWK502 (C)	Manage team effectiveness
BSBLDR523 (C)	Lead and manage effective workplace relationships
BSBOPS504 (E)	Manage business risk
BSBOPS502 (C)	Manage business operational plans
BSBOPS501 (E)	Manage business resources
BSBXCM501 (E)	Lead communication in the workplace
BSBWH521 (E)	Ensure a safe workplace for a work area
BSBLDR522 (E)	Manage people performance
BSBSUS511(E)	Develop workplace policies and procedures for sustainability
BSBCMM511 (C)	Communicate with influence

C - Core E - Elective

This qualification is made up of 12 units of competency.

Equipment

Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, SBI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during SBI business hours.

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