Diploma of Leadership and Management

BSB50420

TAKING LEADERSHIP SKILLS TO THE NEXT LEVEL WITH PRACTICAL OPERATIONAL AND MANAGEMENT SKILLS

April 2024

About This Course

The Diploma of Leadership and Management delivers a broad spectrum of leadership and management learning to help you develop your existing skills and prepare for a management role. Learn effective team management, quality operational planning techniques and effective people performance management.

The Diploma of Leadership and Management is the perfect qualification to develop your leadership skills to management level. It covers the skills to manage functional areas, set team plans and achieve team goals. In this management course you will benefit from interacting with our permanent staff of leadership and management experts who can share their experience and knowledge, as well as give you the support you need in your online course.

Subject Choices

- Lead and Make Good Business Decisions
- Build an Effective and Motivated Team
- Mid Course Survey
- Managing for Improved Performance
- Advanced Operational and Financial Planning
- Manage Personal and Professional Development
- Manage and Chair Effective Meetings

Key Course Facts

Start Date:

Start immediately

Delivery Options:

On-line/Correspondence

Duration:

Complete within 44 weeks

Group Training:

Contact the College for Availability

Course Fees: $7,500 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
$2,520	$0	$7,500	$7,500	$4,330	$7,500	$7,500	$7,500

Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
$2,520	N/A	N/A	N/A	N/A	$7,500	N/A	N/A

School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subsidised Training Options for this Qualification *

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	$2,530	N/A	N/A	N/A	N/A	N/A	N/A

* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.
** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Prior Studies at Certificate IV level

It is recommended that you have completed a Certificate IV in Leadership and Management or similar qualification, or have at least 2 years of experience in a management role before commencing this qualification.

Relevant Work Background

To gain the most from this qualification students should have a past or current work background in a leadership or management role. Consider Certificate IV in Leadership and Management if you have no past experience effectively leading teams.

Literacy Skills

Reading Skills
You must be able to:
Interpret and analyse complex texts relevant to workplace requirements (ie policies and procedures)
Read, analyse and evaluate information and ideas to extract meaning relevant to the topic
Use different reading strategies to draw meaning for complex texts (ie identifying, questioning, previewing)

As a guide - you should have completed Year 12 schooling, or have proven workplace reading skills.

Writing Skills
You must be able to:
Clearly communicate complex ideas and information in writing
Draft complex emails, reports and letters to convey required information or ideas
Demonstrate knowledge of written structure and layout appropriate to the purpose

As a guide - you must have completed Year 12 schooling, or have proven workplace written communication skills.

Language Skills (Spoken English)

You must be able to:
Demonstrate flexibility in spoken language by using the appropriate structure and/or strategy
Extract the key ideas or information from spoken conversations across a range of contexts
Explain complex procedures and give clear sequenced instructions to others in familiar setting

As a basic guide - you must have sufficient English speaking skills to be able to communicate effectively and professionally with your Student Adviser over the phone.

Numeracy Skills

You must be able to:
Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 12 schooling, or have a working knowledge of basic mathematical functions.

Digital Literacy Skills

You must be able to:
Open and use a computer application (such as your Web Browser)
Navigate a website by following instructions and follow website "links"
Type and edit text eg for both short and long answer assessment questions
Select the appropriate answers in a multiple choice list (select the correct option(s))
Download, save, edit and upload documents or files
Write, edit, send, receive and save emails
Open and use a word processing application (such as Microsoft Word or Google Docs)
Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

Computer and Internet Requirements

You must have:
Access to a Desktop Computer or Laptop although some course work may be completed via mobile devices.
Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.
Microsoft Office 2010 Word (or higher)
Subject specific Microsoft Office products for chosen electives (ie Excel or Powerpoint).
Note: We do not support other applications like Pages or Numbers.

Subject Descriptions

Core Subjects:

Lead and Make Good Business Decisions

Communication and good decision making are essential skills for senior employees and those in leadership roles. This subject focuses on the skills required to make and communicate sound business decisions. Active listening, critical and creative thinking, problem solving and using workplace data lead directly into how to best communicate results to your stakeholders. In addition this subject looks at your responsibilities to develop and role model these skills.

Unit(s):

BSBCRT511 - Develop critical thinking in others

BSBXCM501 - Lead communication in the workplace

Build an Effective and Motivated Team

The need to build positive workplace relationships applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. A range of skills and knowledge is required by leaders to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. High level and influential communication skills are also critical.

Unit(s):

BSBTWK502 - Manage team effectiveness

BSBLDR523 - Lead and manage effective workplace relationships

BSBCMM511 - Communicate with influence

BSBPEF502 - Develop and use emotional intelligence

Mid Course Survey

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

Managing for Improved Performance

This hands on subject looks at the skills and knowledge required to manage the performance of staff who report to you directly. Development of key result areas and key performance indicators and standards, coupled with regular

and timely coaching and feedback, provide the basis for performance management. This subject covers strategies for assigning and allocating work, establishing clear role responsibilities, and using performance counselling methods and development plans for improving performance. Students are required to video simulated role plays.

Unit(s):

BSBLDR522 - Manage people performance

BSBCMM412 - Lead difficult conversations

Advanced Operational and Financial Planning

The skills and knowledge required to run a business operation such as a business unit and the steps required to develop and implement an operational plan are covered in this subject. A key element is the requirement to develop and revise budgets and have a financial plan that supports the operational plan. Integrated into this are the techniques behind operational planning to ensure the effective recruitment and management of staff.

Unit(s):

BSBOPS502 - Manage business operational plans

Manage Personal and Professional Development

Professional development is an important aspect of career and personal development. It looks as the skills, knowledge and attributes you need. Being able to organise personal work priorities is an essential job skill. Learn how to set and meet work priorities through time management and planning your work schedule. Skills to identify potential problems and prevent stress in the workplace are also covered. A professional development plan is developed as a key component of this subject.

Unit(s):

BSBPEF501 - Manage personal and professional development

BSBPEF401 - Manage personal health and wellbeing

BSBPEF402 - Develop personal work priorities

Manage and Chair Effective Meetings

In this subject you learn what constitutes a meeting and includes types of meetings, different ways to hold meetings and their structure. You will also cover how to organise meetings, formal meeting procedures, the preparation of minutes and agendas and the art of participation, as well as legal and ethical requirements surrounding meetings. Two case studies are used for you to prepare agendas and minutes and you are required to demonstrate the skills to Chair a meeting.

Unit(s):

BSBTWK503 - Manage meetings

Service Guarantees

Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!
For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.
They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.
For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.
Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.
The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.