

# BSB51918 DIPLOMA of LEADERSHIP AND MANAGEMENT



ARC TRAINING

Making career development easy



## OVERVIEW

This qualification reflects the role of individuals to provide leadership and work in a business environment at a management level. To research, develop and implement work tasks, solutions and monitor the tasks of others to achieve targets in New South Wales.

This course can be delivered in a flexible program of classroom training and self-paced learning activities.

## QUALIFICATION STRUCTURE

There are twelve (12) units of competency to complete, comprising of four (4) core units and eight (8) elective units of competency. Please see the next page for our standard BSB51918 Diploma of Leadership and Management.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection, recognition of prior learning and credit transfer.

### Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI and complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

### Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- BSB61015 - Advanced Diploma of Leadership and Management
- BSB50215 - Diploma of Business

### Where will the training take place?

Training and Assessment will take place:

**Classroom:** Training and assessment takes place in a classroom and involves discussions and activities.

**Self-directed learning:** Further study and assessment activities are done by participants in their own time.

**Assessment:** The methods in which students are assessed may include written questions, scenarios and observations.

### What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

### How long will the program run?

Students have up to 12 months to complete the course.

### Possible job roles

- Business manager
- Sales team manager
- Team leader

### How much will it cost?

**Subsidised Training:** funding may be available for eligible participants under the NSW Smart and Skilled Program.

To be eligible for a subsidised place, you must be:

- an Australian Citizen, Australian Permanent Resident, Humanitarian Visa Holder or NZ Citizen
- 15 years old or over
- Living or working in NSW
- No longer be at school or equivalent.

*This training is subsidised by the NSW Government.*

### Total student fee:

Exemption \$0

First Qualification \$2,530

Subsequent Qualification \$2,850

## **BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT**

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### **CORE**

<b>BSBLDR511</b>	Develop and use emotional intelligence
<b>BSBMGT517</b>	Manage operational plan
<b>BSBLDR502</b>	Lead and manage effective workplace relationships
<b>BSBWOR502</b>	Lead and manage team effectiveness

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### **ELECTIVE**

<b>BSBMGT502</b>	Manage people performance
<b>BSBADM502</b>	Manage meetings
<b>BSBWOR501</b>	Manage personal work priorities and professional development
<b>BSBCUS501</b>	Manage quality customer service
<b>BSBFIM501</b>	Manage budgets and financial plans
<b>BSBLED502</b>	Manage programs that promote personal effectiveness
<b>BSBHRM506</b>	Manage, recruitment, selection and induction processes
<b>BSBMKG501</b>	Identify and evaluate marketing opportunities

*Please note: electives may change, depending on organisational and student needs.*

### **Why participate in training?**

- ✓ To receive a nationally recognised qualification.
- ✓ To further develop your career.
- ✓ To formalise your skills and knowledge.
- ✓ To learn to perform your job easier and better.

### **Learning Support**

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.