

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

DOMESTIC STUDENTS

## BSB50420 | Diploma of Leadership and Management

Release 1 (18/Oct/2020)

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

*No licensing, legislative or certification requirements apply to this qualification at the time of publication.*

Location Subject to change at the time of enrolment	601 Bourke Street, Melbourne , VIC 3000										
Duration	48 weeks including holidays										
Tuition Weeks	38 weeks										
Delivery and Assessment mode	Online Classes, Combination of theory, practical and/or project assessments										
Prerequisite / Entry requirements	<ul style="list-style-type: none"> <li>• Completion of year 11 or equivalent. (Subject to the assessment and approval of ATMC Admission team.)</li> <li>• Applicants must be 18 years of age and above</li> <li>• Successful completion of Pre-training review (PTR)</li> <li>• English Language, Literacy, and Numeracy (LLN) skills appropriate to the course requirements. Visit <a href="http://vet.atmc.edu.au/lln-english-requirements">vet.atmc.edu.au/lln-english-requirements</a> for details</li> </ul>										
Third-party arrangement	NIL										
Work-based training / Work placement	NIL										
Possible pathways for further study	<ul style="list-style-type: none"> <li>• A range of Advanced Diploma qualifications <i>(Qualification not offered at ATMC)</i></li> <li>• Bachelor of Business <i>(Qualification not offered at ATMC)</i></li> </ul>										
Possible occupational outcomes	Managers across a range of enterprise and industry contexts										
Fees & Charges*											
Tuition fee	<table border="1"> <thead> <tr> <th>Skills First Funding</th> <th>Full Fee for service</th> </tr> </thead> <tbody> <tr> <td>\$0</td> <td>\$5,600</td> </tr> <tr> <td>\$2,280</td> <td>\$0</td> </tr> <tr> <td>\$0</td> <td>\$200</td> </tr> <tr> <td>\$350</td> <td>\$350</td> </tr> </tbody> </table>	Skills First Funding	Full Fee for service	\$0	\$5,600	\$2,280	\$0	\$0	\$200	\$350	\$350
Skills First Funding	Full Fee for service										
\$0	\$5,600										
\$2,280	\$0										
\$0	\$200										
\$350	\$350										
Gov Contribution	\$0										
Administration fee	\$200										
Materials fee	\$350										

## Units of Competency

### CORE:

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

### ELECTIVE:

BSBOPS504	Manage business risk
BSBPMG430	Undertake project work
BSBSU511	Develop workplace policies and procedures for sustainability
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage people performance
BSBHRM524	Coordinate workforce plan implementation

### Quality Indicator Surveys

During studies, students may receive surveys. This helps ATMC towards continuously improving our training services and reporting our quality to the regulators. For students who enrol under the Skills First Program, please be advised that you may receive an invitation to participate in an NCVET survey, the Department's Annual Student Outcome Survey, Department endorsed project and or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

### Please note:

Enrolling in this course under the Skills first program will impact on your eligibility to access further government subsidised training the Skills First VET Funding Contract. Students are eligible for a maximum of two Government subsidized courses at the same level within the AQF in their lifetime, and at any point in time

\*Tuition fees and other course related fees are not subject to change once a student has enrolled. This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training. Individuals must meet the eligibility criteria to access government funding.

Government funded concessions applies to Skills First Funding Tuition Fee only.

All equipment & resources are at student's expense.

Refer to the Statement of Fees on <https://vet.atmc.edu.au/forms/> for information on Government contributions.