### BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT

**“Transferable Skills in a Competitive Market”**

#### Course Outline

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

This qualification is designed for those aspiring to middle management positions in large organizations and those who have a leadership role in small organization. Upon completion of the course, you will be able to:

- Take a senior management view on organizational objectives
- Understand management problems from a generic view point
- Make better decisions in the management of teams, projects and project requirements
- Implement work force planning and succession strategies
- Develop a sales plan
- Have acquired the abilities of inquisitive and independent learning
- Manage budgets and financial plans
- Establish and adjust the marketing mix
- Be better prepared for future higher studies at UB or else where

The program provides a standalone qualification, but may also be used as a stepping stone to further studies at a higher level.

#### Course Requirements

This qualification consists of 12 units of competency. These units are listed below:

<table>
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<tr>
<th>Code</th>
<th>Units</th>
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<tbody>
<tr>
<td>BSBBLDR501</td>
<td>Develop and use emotional intelligence</td>
</tr>
<tr>
<td>BSBMGT517</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>BSBBLDR502</td>
<td>Lead and manage effective workplace relationships</td>
</tr>
<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
</tr>
<tr>
<td>BSBCUS501</td>
<td>Manage Quality Customer service</td>
</tr>
<tr>
<td>BSBFIM501</td>
<td>Manage Budgets and Financial plans</td>
</tr>
<tr>
<td>BSBBLDR504</td>
<td>Implement Diversity in the workplace</td>
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<tr>
<td>BSBWHS501</td>
<td>Ensure a safe workplace</td>
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<tr>
<td>BSBPMGS22</td>
<td>Undertake Project Work</td>
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<tr>
<td>BSBMKGS10</td>
<td>Plan E-Marketing Communications</td>
</tr>
<tr>
<td>BSBSSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage Personal work priorities and professional development</td>
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</tbody>
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NOTE: Fees and units may be subject to change
Assessment and Fees
A range of assessment tasks will be undertaken which may include written reports, essays, assignments, case studies, tests, group projects, oral presentations and formal examinations. The course outline provides specific guidelines on assessments for this program.

Fees: Please contact us via Enquiries email/phone number provided.

Student Support
A range of student services will be available to enrolled students at AAPoly, including welfare and academic counselling and learning resource material. For further information contact Student Services Department at AAPoly.

Learning Facilities & Resources
AAPoly has a range of facilities and resources for students including computer labs, lounge areas, meeting rooms, access to on-campus library as well as access to city libraries.

Further Information
The commencement of any program is always subject to funding and class sizes. While the information provided in this publication is correct at the time of going to press, AAPoly reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

Career Opportunities
Job roles and titles vary across different industry and public sectors. Sample job titles relevant to this qualification may include: Business Manager, Human Resource Manager, Sales Team Manager

Recognition of Prior Learning
RPL assesses your current skills and knowledge against the learning outcomes of a course or units, regardless of how and where the learning occurred. Competencies may have been attained through: study, work experience and general life experience activities.

AAPoly is obliged to recognise the AQF qualifications and statements of attainment issued by other registered training organisations.

Students without formal qualifications may submit a resume detailing work experience. For further details email enquiries@aapoly.edu.au

Entry Requirements
Minimum 18 Years of Age

Nationally Accredited Qualification in Australia

University Pathways

AAPoly – A FedUni Partner Provider Institution in Melbourne
FedUni CRICOS Provider Number 00103D