Course Code: BSB51918
Diploma of Leadership and Management
CRICOS Course Code: 098836A

Program Description
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.

Program Structure

<table>
<thead>
<tr>
<th>CORE UNITS</th>
<th>ELECTIVE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLD511</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBMG517</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBLD502</td>
<td>Manage risk</td>
</tr>
<tr>
<td>BSBWOR502</td>
<td>Manage personal work priorities &amp; professional development</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Facilitate continuous improvement</td>
</tr>
<tr>
<td>BSBMG516</td>
<td>Build and sustain an innovative work environment</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Undertake project work</td>
</tr>
<tr>
<td>BSBUS5501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
</tbody>
</table>

Program Duration and Schedule

| PROGRAM LENGTH | 1 year or 52 weeks (Includes 7 weeks of public holidays and term break) |
| CRICOS CODE    | 098836A |
| LOCATION       | Melbourne CBD & Hobart Campus |
| INTERNATIONAL PROGRAM | Yes |
| INTAKE SCHEDULE | Various dates throughout the year (Contact us: + 61 3 9670 2985) |
| FEE STRUCTURE  | Please contact us at +61 3 9670 2985 or email at info@orange.edu.au to get the latest information. |
Assessment Methods

Assessment processes cover a broad range of skills and knowledge needed to demonstrate competency and will integrate knowledge and skills with their practical application. All assessments of units of competency will be conducted according to the assessment guidelines and competency standards of the official Training Package for this qualification. Students will be required to perform in a range of areas including and not limited to: observations, case study, projects, assignments, presentations, written question, role play, etc.

Mode and Method of Delivery

Study mode: Full time (20 hours per week - 70% face to face & 30% online), Learners may require 10 hours* of self-directed learning per week (*Indicative only).
Delivery mode: Blended Learning Model (Face to face classroom with Learning Management System)
Please contact Student Services and/or check website for further information.

Note: Please refer to the OIC COVID-19 page for information regarding course updates
Source: https://www.orange.edu.au/covid-19-information/

Entry Requirements

All students must be aged 18 years or over (International students) at the time of applying for admission to the College.

- Satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 11/12 qualification*.
- If student’s educational qualifications do not meet OIC’s admission requirements, other factors may be considered at the discretion of OIC. (Please contact admission staff for more details and refer to Application, Enrolment and Orientation policy for further details)
- IELTS band score of overall 5.5 (Academic or General) or equivalent in line with the Department of Education and DOHA regulations (Refer to Application, Enrolment and Orientation policy for further details)
- Bring Your Own Device (BYOD) Policy is applicable for this course. Your device must have camera and speaker functions
- Internet Access with a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player
- Basic digital literacy (ability to communicate and access information through digital technologies like internet platforms, social media, search engines, emails and basic use of MS office products)
- Please refer to BYOD Policy for details
Source: https://bit.ly/3ghD4pi

Pre-requisites
Nil as per training package

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may apply for Recognition of Prior Learning (RPL) by providing evidence that they have the required skills and knowledge in the specific areas of competency through work, industry experience and/or completed eligible assessments in an equivalent or higher qualification. Appropriate credit transfer may be granted to eligible students against each unit of competency on evidence to successful completion of the same unit in an equivalent or higher nationally endorsed qualification. Students with credit transfers or recognition of prior learning will finish the course in a shorter duration and are advised to consult appropriate authorities/bodies for applicable criteria if they are planning further study or stay in Australia.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that involves assessment of an individual’s relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
Source: https://www.aqf.edu.au/recognition-prior-learning

Credit Transfer

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.
Source: https://bit.ly/2Djf7Cw
Source: https://www.aqf.edu.au/credit-transfer

Qualification

On successful completion of this course the student would be awarded BSB51918 Diploma of Leadership and Management which is nationally recognised qualification. This could help student gain entry into career paths or higher education in Business stream. Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma of Leadership & Management (BSB51918).

Pathway

Further training pathways from this qualification include, but are not limited to BSB80215 Graduate Diploma of Strategic Leadership or BSB80315 Graduate Certificate in Leadership Diversity or Higher Education.

Career opportunities

Job roles and titles vary across different industry sectors. Possible job titles to the qualification are:

- Business Development Manager
- Human Resources Manager
- Sales Team Manager
- Office Manager
- Administration Manager
- Executive Officer
- Customer Contact Manager
- Conveyancer Paralegal
- Project Manager
- Account Manager (Advertising)
- Marketing and Communications Manager
- Purchasing Coordinator
- Records and Information Coordinator
- Occupational Health and Safety Manager
Source: https://training.gov.au/trainingdetails/bsb51918

Disclaimer: This is a superseded qualification; students may require to transition into the next version when available. Refer to Letter of Offer, Student Agreement and Acceptance of Offer Form for more information.

For more information, please contact us:
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