

## BSB51918 Diploma of Leadership and Management



Gain the skills and knowledge to lead and manage organisations and enhance your career opportunities with MLE's nationally recognised **BSB51918 Diploma of Leadership and Management**

### This course is provided through an Online Environment

#### What the qualification is about

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.

#### Packaging rules

##### Total number of units: 12

This is made up of Core units: 4 and Elective units: 8

The electives are relevant to the work environment and the qualification, and contribute to a valid, industry supported vocational outcome based on the Industry consultation undertaken

Unit Code	Unit Title	Core/ Elective
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBRSK501	Manage risk	Elective
BSBMGT502	Manage people performance	Elective
BSBMGT516	Facilitate continuous improvement	Elective
BSBCUS501	Manage quality customer service	Elective
BSBLED501	Develop a workplace learning environment	Elective
BSBINM501	Manage an information or knowledge management system	Elective
BSBADM502	Manage meetings	Elective
BSBPMG522	Undertake project work	Elective

#### Course duration

12 months full time or 18 months part time

Maximum duration to complete this course is 24 months. This course based on individual expertise may be completed in less than 12 months. Discuss this with our MLE trainer/assessor. You may be able to achieve this through either recognition of prior learning (RPL) or a combination of RPL and training.

## **Entry Requirements**

There are no formal prerequisites. To ensure that you get the most out of training with us, the following enrolment process applies:

Be working in industry or be able to validate recent working history as a supervisor or in a team leader role.

Have computer literacy skills being familiar with digital communication methods.

Once we receive your enrolment, our team will be in touch to undertake a pre-training review to ensure the training is right for you.

Students are required to demonstrate a level of proficiency in Learning, Reading, Writing, Oral Communication and Literacy. This can be demonstrated through formal documentation such as: Year 12 or equivalent certificates, formal qualifications – accredited training, or resume and job description.

Students may be required to undertake a Language, Literacy and Numeracy (LLN) assessment prior to enrolment finalisation.

Be able to upload Photo Identification – required for authenticity purposes only in all virtual interactions with MLE

## **Other enrolment requirements**

Students will need to provide their Unique Student Identifier (USI) or apply for one prior to enrolment finalisation.

<https://www.usi.gov.au/create-your-usi>

## **Equipment and resources check before finalising your enrolment**

To access the course online Students will need to confirm before finalising their enrolment that they have access to a computer, internet access, a legitimate email address, Microsoft software or equivalent. Also, a smart phone, video camera or web camera and headphones.

## **Learning and Assessment**

Online learning and training are conducted with your trainer/assessor. This will include several types of webinars/ virtual classroom are require your virtual attendance to designated learning activities. Assessment methods will utilise written knowledge assessment, project/ research assignments, case studies, portfolio as per the units and practical observation assessments. Practical observation will occur in the workplace or utilising our simulated workplace environment, this be demonstration via recorded video or live streaming.

## **Student Services**

Where the student is experiencing any personal difficulties s/he should refer to the Trainer who will seek to assist. If the students' needs exceed MLEs' support capacity, MLE will refer the student to an appropriate external person or agency.

## **Commitment and Responsibility**

Upon successful completion of all requirements for this qualification graduates will be awarded BSB51918 Diploma of Leadership and Management. Students exiting prior to completion of all requirements will be awarded a Statement of Attainment from BSB51918 Diploma of Leadership and Management for those units successfully completed as competent at the time of exit.

However, MLE cannot accept, and expressly disclaim, all responsibility and liability in respect to a student failing this qualification in part or in whole due their own individual actions or lack of. MLE has processes in place prior to enrolment to assist a learner make an informed decision that the course is

## Course Brochure

right for them and provides support and assistance throughout the learner's journey with MLE and as per MLEs policies and procedures.

Furthermore, MLE cannot be held responsible in respect to finding students any position opening, during and/or after completion of this qualification. It is the individual responsibility to seek external resources that may assist in finding work and a suitable position as applicable.

### **Indicative course cost**

Total Cost: \$3980

### **How does it break down?**

Administration fee: non-refundable on enrolment \$200

Cost per unit: \$315 12 units in total = \$3780

### **Refund Policy**

MLE is committed to the fair and transparent application of fees and charges, including the processing of refunds. Students are provided with details of all fees and charges and copies of the relevant refund policy prior to enrolment. This policy outlines the circumstances in which a student or client may receive a full or partial refund of their course fees.

#### Procedure

A non-refundable administration fee of \$200 for the fully accredited National qualification is payable on enrolment. An invoice of \$315 payment is required on confirmation of enrolment before commencement of the first unit then subsequent payments as per the payment schedule issued with the finalised enrolment documentation. The balance must be paid before completion and issuing of a Certificate and/or a Statement of Attainment.

No refund is available after the course commencement date. Special circumstances will be considered.

If MLE is unable to provide services for which the student has prepaid, must ensure:

- the student will be placed into an equivalent course such that:
  - the new location is geographically relevant to the student enrolled, and
  - the student receives the full services for which they have prepaid at no additional cost to the student or
- if an equivalent course cannot be found, the student is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.

### **General**

If, for any reason, MLE closes or ceases to deliver any part of the qualification in which a learner is enrolled, MLE will assist the learner in locating another provider or refund the portion of fees for which training, and assessment has not been provided.

### **Contact us at MLE:**

**Phone:** +612 9540 4665

**Mobile:** +61 418 999 009

**Email:** [info@mobilelearningexpress.edu.au](mailto:info@mobilelearningexpress.edu.au)