



INFINITE POSSIBILITIES

# AUSTRALIAN BUSINESS INSTITUTE

RTO CODE 31770

## DIPLOMA OF LEADERSHIP & MANAGEMENT

BSB50420

### COURSE OVERVIEW

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.

### ENTRY REQUIREMENTS:

International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - o Educated for 5 years in an English-speaking country; or
  - o Successful completion of an English Placement Test

\*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

### COURSE DURATION

This qualification will be delivered over 78 weeks, including

66 weeks of training and assessment spread over 6 terms and 12 weeks of holidays.

Class sessions are planned to ensure that students have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements.

### DELIVERY MODE AND LOCATION

This course will be delivered face-to-face in a classroom-based setting, which includes the simulation of a workplace-based environment.

The course is delivered at:

1009 Ipswich Road, Moorooka, Brisbane, Queensland 4105 Australia

### CAREER OUTCOMES

Students who complete this course may be able to seek employment in a range of Management roles. Transport Manager, Distribution Centre Manager, Information Services Public Sector Manager, Senior Manager, Office Manager, Legal Practice Manager, Operations Manager, Warehouse Manager, Business Development Manager, Production Manager, Business Manager

### EDUCATION PATHWAYS

Students who complete this course may wish to continue their education into the BSB60420 Advanced Diploma of Leadership and Management or a range of Advanced Diploma qualifications, as well as higher education qualifications in leadership and management.

### COURSE STRUCTURE

The BSB50420 Diploma of Leadership and Management requires the successful completion of SIX (6) core units and SIX (6) elective units. Electives for this qualification have been chosen by Australian Business Institute to ensure that students achieve a broad range of skills and knowledge in accounting.

[www.abi.edu.au](http://www.abi.edu.au)

## Units included in this qualification are:

BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBLDR522	Manage people performance	Elective
BSBOPS504	Manage business risk	Elective
BSBWH521	Ensure a safe workplace for a work area	Elective
BSBSTR502	Facilitate continuous improvement	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBTWK503	Manage meetings	Elective

## ENROLMENT AND ORIENTATION

Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students will need to read all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, and course progress requirements.

This course outline should be read in conjunction with the Australian Business Institute Student Handbook.

## ADDITIONAL SUPPORT

All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:

- Academic and personal support.
- Referral to external support services.



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## TRAINING ARRANGEMENTS

Students are required to attend classes for 20 hours a week and complete approximately 5 hours of homework per week. Homework will include reading and general research for assessments.

## ASSESSMENT ARRANGEMENTS

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes, including:

- Projects
- Presentations
- Report writing
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed.

## COURSE COSTS:

The costs for this course are as follows:

**Enrolment fee: \$250** (non-refundable to be paid on application)

**Material fee: \$250**

**Tuition fee: \$12,000.00**

**Course fees: Total cost is AUD\$12,500**

## COURSE CREDIT

Students may apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which can be emailed to you.

The granting of course credit may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing.

For any questions about course credit, contact us at the details shown below.

## SELECTION AND ENROLMENT PROCEDURES

To enrol for this course, an enrolment form must be completed, which can be emailed or posted to students. The enrolment form should be completed and then sent to us along with all the required documentation.

**For more information about our selection and enrolment processes, contact us at the details shown below.**

## Contact Details

To enrol in this qualification, Please contact us

QTN Pty Ltd T/A Australian Business Institute

**+61 488 309 309**

**admin@abi.edu.au**



**1009 Ipswich Road, Moorooka,  
Brisbane, Queensland 4105  
Australia**