

**BSB50420**  
**DIPLOMA**

# *in Leadership and Management*

Build on your existing leadership skills to become a valuable asset to any company.

As a mentor to others, you will develop critical thinking skills and emotional intelligence, and will learn to apply your knowledge and experience to unpredictable workplace issues.

You will expand your skillset to plan, implement and monitor your own workload and that of others, and provide support to individuals and teams.

## *Learning Outcomes*

Through this course, you will gain fundamental skills and knowledge to:


- Influence and manage relationships
- Inspire and build teams
- Manage operations and lead initiatives
- Develop and implement business plans
- Mentor and lead professional development

## *Career Opportunities*

Upon graduation, your newly acquired skillset means you could develop your career as a/an:

- Office Manager
- Operations Manager
- Business Development Manager
- Information Services Manager





# Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



## The experts in international education

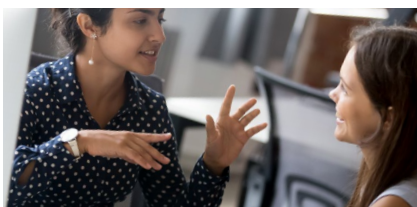
ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

## Focus on 21st Century skills



All our courses are founded on the blend of 3 essential features



### Workplace Communications

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



### Business Competence

The knowledge required to engage in, lead and manage the operations of a business.



### Transferable Skills

Skills highly valued by employers that will give you an edge in whatever job you do.

## Course Units

### Module A - Lead & manage people performance

Unit Name	Unit Description
BSBCMM511 <b>Communicate with influence</b>	Gain the skills and knowledge required to present and negotiate persuasively, lead meetings effectively, and make presentations to various audiences with appropriate tone, structure and style of communication.
BSBLDR522 <b>Manage people performance</b>	Performance management and development are key requirements for effective managers and this unit will equip you with the skills and knowledge required to manage staff that report directly to you. Learn to allocate tasks, review performance, reward excellence and provide constructive feedback.
BSBLDR523 <b>Lead and manage effective workplace relationships</b>	Learn to establish, manage and review procedures to support effective workplace relationships, such as conflict management processes, strategies for collaboration, and procedures for escalating issues.

### Module B - Develop critical thinking & use emotional intelligence

Unit Name	Unit Description
BSBCRT511 <b>Develop critical thinking in others</b>	Develop the skills and knowledge required to encourage critical and creative thinking skills, such as analysis, synthesis and evaluation of information. Learn to facilitate learning opportunities and improve thinking practices within your team by establishing a safe, supportive environment.
BSBPEF502 <b>Develop and use emotional intelligence</b>	Emotional intelligence is a highly sought-after skill. In this unit you will learn to use emotional intelligence to increase self-awareness, social awareness and relationship management. You will develop the skills to assess emotional strengths and weaknesses of individuals, identify potential stressors, and adapt your communication style to consider the emotional needs of others.
BSBTWK502 <b>Manage team effectiveness</b>	Develop the skills required to lead teams and actively engage with management regarding your team's results. You will learn to establish performance plans and goals for your team, facilitate cohesion by involving the team in planning and decision-making, and encourage team members to take responsibility for, and work together to achieve, their tasks.

### Module C - Professional development & innovation





Unit Name	Unit Description
BSBPEF501 <b>Manage personal and professional development</b>	Learn to implement systems and processes to support the growth of yourself and others. Assist your team to establish work goals, plans and activities that align with their responsibilities and facilitate their access to development opportunities. Build your skills to maintain your own professional competence and engage in relevant training as required.
BSBSTR501 <b>Establish innovative work environments</b>	This unit will equip you with the key skills required to create a supportive environment where innovative work practices are implemented across the organisation. Learn to encourage creative mindsets, collaborative working and risk-taking to open up opportunities for innovation.
BSBFIN501 <b>Manage budgets and financial plans</b>	Develop the skills and knowledge required to undertake financial management for your team or your organisation. Learn to prepare and evaluate budgets, formulate contingency plans, implement processes to monitor expenditure and regularly assess the organisation's financial position.

### Module D - Manage business & communication

Unit Name	Unit Description
BSBOPS502 <b>Manage business operational plans</b>	This unit will equip you with the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and ensure productivity and profitability of the organisation.
BSBOPS504 <b>Manage business risk</b>	Learn to manage business risks across an organisation, by establishing risk context, identifying and analysing risks and their likelihood, and implementing the most appropriate strategies for mitigation.
BSBTWK503 <b>Manage meetings</b>	Build your skills and knowledge to oversee meeting preparation, chair meetings effectively, organise minutes and report on meeting outcomes. Learn how to promote participation and discussion from your team and encourage creative suggestions for solving issues.



## Delivery Mode

 <b>Lecture</b>	 <b>Tutorial</b> <i>(Supported learning)</i>	 <b>Workshop</b> <i>(Supported learning)</i>	 <b>Self-paced online learning</b>
<b>5hrs/w</b> Live lectures delivered by trainers with real life experience	<b>1hr45/w</b> Small classes focused on developing and practising key capabilities required for assessment	<b>6hr45/w</b> Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions	<b>6hr30/w</b> Structured activities available from our e-learning platform, designed to reinforce skills acquisition
On campus			Online

## Timetable

Time	Wednesday	Friday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetable subject to change.

## Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

## Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

## Program Dates

This qualification is delivered over **4 terms** of **9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

	COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH	
CHOOSE BETWEEN 8 INTAKES IN 2024	<b>January</b>	29 Jan 2024	6 Dec 2024	36 weeks	9 weeks	45 weeks
	<i>*February</i>	26 Feb 2024	21 Feb 2025	36 weeks	16 weeks	52 weeks
	<b>April</b>	22 Apr 2024	28 Mar 2025	36 weeks	13 weeks	49 weeks
	<i>*May</i>	20 May 2024	16 May 2025	36 weeks	16 weeks	52 weeks
	<b>July</b>	15 July 2024	20 June 2025	36 weeks	13 weeks	49 weeks
	<i>*August</i>	12 Aug 2024	8 Aug 2025	36 weeks	16 weeks	52 weeks
	<b>October</b>	8 Oct 2024	12 Sept 2025	36 weeks	13 weeks	49 weeks
	<i>*November</i>	4 Nov 2024	31 Oct 2025	36 weeks	16 weeks	52 weeks

\*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

## Entry Requirements

**Age** | Be aged 18 years or over

**Academic** | Successful completion of Australian Year 12 or international equivalent

**English Level** | IELTS proficiency level of 5.5 or above or equivalent

Note that students are expected to bring their own laptop or tablet for home and classroom use

## Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



### Need English?

Study at our English school, English Language Company



### Aiming higher?

You can start with a Certificate IV in Leadership and Management or in Business to build your skills before this course



### Want to mix and match?

This course is the ideal foundation for the Advanced Diploma of Leadership and Management



## Get social with us



@elccareercollege

## Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website: [www.elc.edu.au/vocational/](http://www.elc.edu.au/vocational/)

**Already in Sydney?** Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB50420 Diploma of Leadership and Management (AQF – Level 5) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 104121D

ELC Career College Pty Ltd

RTO: 91721

CRICOS Provider: 00051M

ABN: 34 051 281 380



495 Kent St Sydney NSW 2000 Australia  
info@elc.edu.au  
+61 2 9267 5688