



BSB51915

Diploma of Leadership and Management



COURSE DESCRIPTION

This Diploma of Leadership and Management 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. They provide leadership and guidance to others and have responsibility for the output of others

WHAT WILL YOU LEARN IN THE SMALL BUSINESS MANAGEMENT COURSE WITH MERIT EDUCATION AND TRAINING ACADEMY (META)?

Our recognised Diploma of Leadership & Management has been designed for people who are looking to develop their management skills. This program covers important areas such as the management of teams, plans, customer service,

self-management and individual and organisational performance. The skills gained from this diploma will allow you to work as a valued member of any management team, in any industry or organisational setting. This fully-recognised qualification will help you to progress in your career, to become a more effective manager and contributor to your organisation.

COURSE OUTLINE & STRUCTURE

"Flexibility and Freedom to learn at their own pace." While learning is important, so are your family, friends, work schedules, hobbies and passions. This course is delivered online and can be started when you're ready to learn. We utilise an online learning platform that is simple and easy to use. This provides a flexible learning environment

that can easily fit around your busy schedule. You will have a maximum of 18 months to complete the course from your enrolment date. There are a total of 720 nominal hours for this course. This equals approximately 9 hours of study per week for the full 18 month course however you may work at your own pace and complete your course faster if you'd like!

COURSE STRUCTURE

Total of 12 units of competency – (4 Core and 8 Elective) are required to complete this Qualification.

Core Units:

- BSBLDR501 Develop and use emotional intelligence
- BSBLDR502 Lead and Manage efficient workplace relationships
- BSBMGT517 Manage operational plan
- BSBWOR502 Lead and Manage team effectiveness

Elective units:

- BSBFIM501 Manage budgets and financial plans
- BSBHRM405 Support the recruitment, selection and induction of staff
- BSBMKG507 Interpret market trends and developments
- BSBMGT516 Facilitate continuous improvement
- BSBSLS501 Develop a sales plan
- BSBSUS501 Develop workplace policies and procedures for sustainability
- BSBWHS501 Ensure a safe workplace
- BSBWOR501 Manage personal work priorities and

ENROLMENT REQUIREMENTS

There are no formal prerequisites to enrol in this qualification. However, it is preferred that learner:

- Hold a BSB40215 Certificate IV in Small Business Business Management or have work experience in supervisor / management roles
- Are 18 years or older
- Have sound language and literacy skills (at least Year 10 English, or equivalent)
- Have good computer skills

RESOURCES

To support you in your studies MERIT EDUCATION AND TRAINING ACADEMY (META) will provide:

- Online Course Materials and Resources
- Ongoing Trainer Support via emails and phone

To complete your studies you will need

- Access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Reliable Internet access (ability to download and upload documentation from/to MERIT EDUCATION AND TRAINING ACADEMY (META) online learning server)
- A current valid email account for online learning and assessment communication and support
- Have current valid telephone number for learning and assessment communication and support

- To successfully complete all assessment tasks within the required timeframes.

JOB ROLES AND CAREER PATHWAYS

Successful completion of this qualification may lead to career opportunities like:

- Project Manager
- Team Leader
- Business Manager
- Other Management positions
- Small business owner

ASSESSMENT METHODS

Our business courses have been designed for the use of distance (online learning). As a competency-based qualification, the assessment tasks seek evidence that participants have satisfactory skills and knowledge contained in each unit. Assessment is conducted using a combination of methods to give you maximum opportunity to develop your skills and knowledge. Commonly-used assessment methods may include:

- Written Questions and Answers
- Case Studies
- Portfolio of Evidence
- Third Party Evidence
- Activities

RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER

Students with prior learning and work experience can apply for Recognition of Prior Learning (RPL). Students who have completed corresponding unit of competency and/or units contained within the packaging rules can apply for Credit Transfer.

RPL evidence should include:-

- Work and Life experience
- Previous study i.e. qualifications, industry training
- Professional development programs or courses

COURSE FEES

Refer to www.meriteducation.com.au for fees details.

HOW TO APPLY

Please contact Merit Education and Training Academy on www.meriteducation.com.au