Diploma of Leadership and Management BSB51915

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.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE REQUIREMENTS

Successful completion of this course requires the completion of 12 units of competency of which 4 are core units (compulsory) and 8 are elective units.

COMPULSORY UNITS
- BSLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

ELECTIVES

Recognition First recommends the following elective units. 8 electives must be selected in consultation with Recognition First.

- BSBFIM501 Manage budgets and financial plans
- BSBHRM405 Support the recruitment, selection and induction staff
- BSLDR504 Implement diversity in the workplace
- BSBMGT502 Manage people performance
- BSBWHS501 Ensure a safe workplace
- BSBWOR501 Manage personal work priorities and professional development
- CHCECE019 Facilitate compliance in an education and care service
- CHCPRP003 Reflect on and improve own professional practice

All electives chosen must support the overall integrity of the AQF level of this qualification and contribute to a valid, industry-supported vocational outcome.

ENTRY REQUIREMENTS

1. Recognition First believes training occurs best in a workplace, and our assessment program requires that students have regular access to the work environment. Therefore students must be employed, or work as a volunteer, in an occupation relevant to the qualification they intend to study. If you do not currently meet this requirement, you must contact the office to determine if our training program will meet your needs.
2. Due to industry regulations age limits may apply.
3. If you are interested in public funding arrangements it is a requirement that you are an Australian Citizen, Permanent Resident or on an approved visa pathway that leads to Permanent Residency (please contact the main office if you have any queries regarding Visa Pathways).

UNIT DESCRIPTIONS

BSBLDR501 Develop and use emotional intelligence
This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of one's own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes. It applies to managers who identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

BSBMGT517 Manage operational plan
This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation’s productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation’s operational plan.

BSBLDR502 Lead and manage effective workplace relationships
This unit describes the skills and knowledge required to lead and manage effective workplace relationships. It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation’s values, goals and cultural diversity.

BSBWOR502 Lead and manage team effectiveness
This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation. It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams.

BSBFIM501 Manage budgets and financial plans
This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes.

BSBHRM405 Support the recruitment, selection and induction of staff
This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.
**BSBLDR504 Implement diversity in the workplace**
This unit describes the skills and knowledge required to manage a diverse workforce. It covers scoping workforce diversity and developing, implementing and reviewing diversity policy and procedures in the workplace.

**BSBMGT502 Manage people performance**
This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.

**BSBWHSS501 Ensure a safe workplace**
This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation’s work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

**BSBWOR501 Manage personal work priorities and professional development**
This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

**CHCECE019 Facilitate compliance in an education and care service**
This unit describes the skills and knowledge required to facilitate legislative, regulatory and National Quality Framework compliance within an education and care service.

**CHCPRP003 Reflect on and improve own professional practice**
This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.