

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT

Release Number: 1, Release Date: 27 September 2018

The **DIPLOMA OF LEADERSHIP AND MANAGEMENT** requires that 12 units be achieved. There are no pre-requisite or co-requisite units for this qualification. 12 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Business Services Training Package BSB.

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.

Preferred pathways for candidates considering this qualification include:

- BSB42015 Certificate IV in Leadership and Management or other relevant qualification
OR
- with vocational experience but without formal supervision or management qualification.

The units of competency that make up this qualification are **4 core units** plus **8 elective units**.

Core Units:

National Code	National Title
BSBLDR502	Lead and manage effective workplace relationships
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBWOR502	Lead and manage team effectiveness

Elective Units:

At least **4** of the **elective units** must be selected from Group A.

Up to 4 units may be selected from Group A or B. If not listed below, up to 2 electives may be from a Diploma or above in the BSB Business Services Training Package. If not listed below, 1 elective unit may be from a currently endorsed Training Package at Diploma level.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Group A

National Code	National Title
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction of staff
BSBINN502	Build and sustain an innovative work environment
BSBIPR501	Manage intellectual property to protect and grow business
BSBLDR504	Implement diversity in the workplace
BSBLDR513	Communicate with influence
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBMGT518	Develop organisation policy
BSBMGT519	Incorporate digital solutions into plans and practices
BSBMGT520	Plan and manage a flexible workforce
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBWHS501	Ensure a safe workplace
BSBWOR501	Manage personal work priorities and professional development

Group B

National Code	National Title
BSBADM502	Manage meetings
BSBCOM503	Develop processes for the management of breaches in compliance requirements
BSBFRA502	Manage a franchise operation
BSBHRM511	Manage expatriate staff
BSBHRM512	Manage performance management systems
BSBHRM513	Manage workforce planning

BSBINM501	Manage an information or knowledge management system
BSBINN501	Establish systems that support innovation
BSBLED501	Develop a workplace learning environment
BSBMGT521	Plan, implement and review a quality assurance program
BSBMKG507	Interpret market trends and developments
BSBMKG512	Forecast international market and business needs
BSBREL502	Build international business networks
BSBSLS501	Develop a sales plan
BSBSLS502	Lead and manage a sales team
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK510	Manage employee relations

It is highly recommended that participants view www.training.gov.au for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 12 – 24 months to complete this qualification.

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