DIPLOMA OF
LEADERSHIP &
MANAGEMENT

COURSE Code-BSB50420
CRICOS Code-107336J

2023

Duration
The course is delivered over 52 weeks on full time basis. It is divided into 4 terms

01

02
Pre-requisites
There are no pre-requisites for this qualification

03
To Enrol
Visit our website and click on "Apply Now"

04

05
Delivery Location
L1, 7 James Pl, Adelaide

Intakes
Every month*

www.sheffield.edu.au
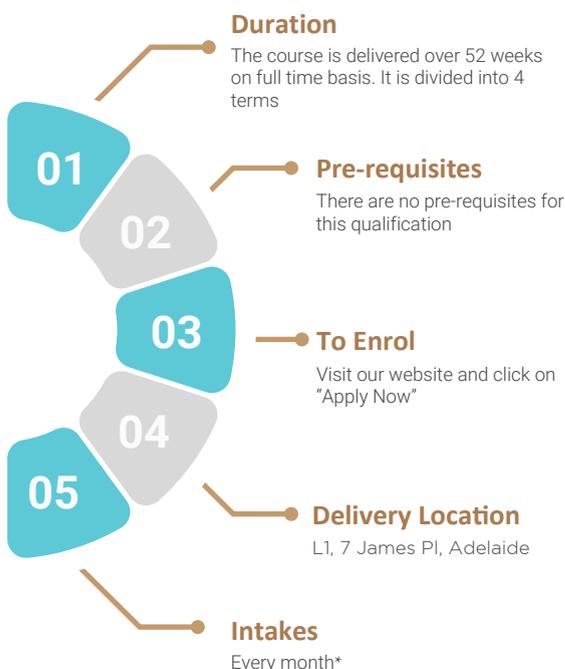
DESCRIPTION
This qualification reflects the role of individuals who apply knowledge, practical skills & experience in leadership & management across a range of enterprise & industry contexts displaying initiative & judgement in planning, organising, implementing & monitoring their own workload & the workload of others. Using communication skills to support individuals & 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
Successful completion of Australian Year 12 or equivalent. International students must be 18 years of age and possess an IELTS score of 5.5 or equivalent. Students who do not satisfy the IELTS requirement will be referred to an accredited English Language Training Provider prior to commencing this qualification.

CAREER OPPORTUNITIES
Possible career outcomes include:

- Senior Executive
- Operations Manager
- Office Manager
- Business Executive
- Team Leader
- Corporate Consultant

Except December

A Premium Education Provider

PATHWAYS

Students completing this course can go on to undertake Advanced Diploma of Leadership and Management or other qualifications. They may start working in the industry.

ASSESSMENTS

Students will be assessed by means of written assignments, oral questioning, presentation, case studies, application of knowledge, practical demonstration of skills and overall observation of student's performance and activities.

QUALIFICATION

Students successfully completing the course will receive the Diploma of Leadership and Management at AQF level. Students who exit without completing the course will be awarded Statement of Attainment for units of competency successfully completed.

SELECTION PROCESS

Students must meet all entry requirements as published on our website for the course. Students may be required to attempt an LLN test.

FACILITIES

- State of the art multi-media
- Highly qualified trainers
- Computers and printing facilities
- Simulated Workplace

DELIVERY MODE

The course is delivered face-to-face in the class as well as in Sheffield's well equipped automotive workshop through lecturing, presentations, video and practical demonstrations. We may deliver part of the course via other means if face-to-face mode is not permitted.

TIMETABLE

Students will be provided a training plan for the entire course at the orientation.

SUPPORT SERVICES

A range of support services are provided by Sheffield College including but not limited to language, literacy and numeracy, disability, counselling, learning etc.

RPL AND CREDITS

Recognition of Prior Learning or credits for already successfully completed units of competency are provided. Students must apply for RPL and credits at the time of admission.

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FEE

Students are provided details of all applicable fee upfront and detailed in their offer letter. Our Fee Policy is also published on our website.

ARTICULATION

Students who successfully complete this qualification may also continue to further their studies at a higher vocational or undergraduate level in associated disciplines. Students may apply for advanced standing in the relevant university degree.

COURSE STRUCTURE

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
BSBTWK503	Manage meetings	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBLDR522	Manage people performance	Elective
BSBOPS501	Manage business resources	Elective
BSBMGT403	Implement continuous improvement	Elective
BSBADM504	Plan and implement administrative systems	Elective

Please note: Electives may be substituted/replaced at any time without prior notice.

Sheffield College

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