

# “If *opportunity* doesn't knock, build a door”

Milton Burle

The future demands changes to the way we think, work and live. MCIE's reimagined Leadership and Management courses give the skills and knowledge not only for today, but also to be a leader of the future. In this nationally recognised course, students learn how to use communication skills to manage individuals and teams to meet organisational needs, applicable across a variety of industry contexts. about and develop competency in and insight into relationship building, critical thinking, complex problem solving and project management.

Every organisation needs a leader, and within many organisations there are multiple business units that require managers. The skills gained in this qualification can lead to work as a Department Manager, Team Leader, Team Coordinator, Project Lead, Division Lead, or Department Head.

**BSB50420**

Diploma of  
Leadership and  
Management

CRICOS Provider no: 03024A  
RTO Provider no: 22172

Learn from one of Melbourne's  
leading **Business** training  
institutions

Level 9, 250 Collins Street,  
Melbourne VIC 3000

# BSB50420

## Diploma of Leadership and Management

National Code	BSB50420
CRICOS Code	098759J
Duration	52 weeks
Holidays	12 weeks
Contact Hours	20 hrs per week
Tuition Fee	\$9,000
Resources Fee	\$250
Administration Fee	\$200

### Academic requirements

- Completion of schooling equivalent to Australian Year 12 or higher

### English language proficiency requirements

- IELTS band score of 5.5, or an equivalent internationally recognised exam result in line with DHA regulations, or
- Certificate of Completion at the Upper-intermediate level from a NEAS endorsed English language provider, or
- other widely recognised tests, such as PTE, TOEFL, or OET, or
- completion of schooling equivalent to, or higher than, an Australian Year 12 qualification from an English-speaking country, or
- completion of MCIE English Placement Test with an overall score of 5.5 or above.

### Other entry requirements

#### Regulatory:

- A current and valid passport
- A current study visa valid for the duration of the course

#### Age at Commencement:

MCIE does not accept overseas students who will be under 18 years of age at the time of proposed commencement.

### Course delivery

Training is delivered face-to-face by qualified trainers, and students are required to attend each scheduled class. The trainer will moderate the learning pace, method and sequence appropriate to student learning needs. Learning methods will vary and can include case studies, project based learning, multimedia presentations and instruction, group discussion, and online discussions and participation using social media groups.

### Course assessment

Assessment tasks and strategies cover a wide range of methods and may include the creation of specific written documents, projects or reports, formal questions (multiple choice, short and long answer), practical demonstrations, small or large group tasks, oral presentations, problem-solving tasks, and case studies. Generally, classroom assessments have two or three assessment tasks for each unit of competency. Students are provided with task assessment instructions including the task due date.

### Credit transfer and RPL

Applicants may be granted Recognition of Prior Learning (RPL) or Credit Transfer (CT), if they are able to demonstrate that they have achieved through work or life experience, or similar study at another institution, the required skills and knowledge equivalent to the unit for which they seek credit. Applicants should apply for CT or RPL at the time of enrolment and submit the CT/RPL application along with original supporting documents to Student Admissions. In the case of RPL, the applicant must submit all relevant evidence of work/life experience and where learning has occurred. A CT application must be accompanied by Nationally Recognised certificates with detailed Statements of Result or Statements of Attainment listing units which have been successfully completed. Details provided should include unit codes and titles, and dates of completion.

### Core units

<b>BSBPEF502</b>	Develop and use emotional intelligence
<b>BSBOPS502</b>	Manage business operational plans
<b>BSBLDR523</b>	Lead and manage effective workplace relationships
<b>BSBTWK502</b>	Manage team effectiveness
<b>BSBCMM511</b>	Communicate with influence
<b>BSBCRT511</b>	Develop critical thinking in others

### Elective units\*

<b>BSBOPS505</b>	Manage organisational customer service
<b>BSBFIN501</b>	Manage budgets and financial plans
<b>BSBLDR522</b>	Manage people performance
<b>BSBSTR502</b>	Facilitate continuous improvement
<b>BSBOPS504</b>	Manage business risk
<b>BSBSUS511</b>	Develop workplace policies and procedures for sustainability

### Prerequisite

There are no prerequisite units for this qualification.

\* Elective units are subject to change. Please check our website for current information.

### Required equipment

We recommend that students have access to a laptop, or tablet, with Windows 8 or 10, and have the MS Office suite installed.