



## Course Brochure – BSB50420 - Diploma of Leadership and Management (CRICOS Course Code: 104338J)



Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Delivery location of course	Level 9 190 Queen St, MELBOURNE, Victoria 3000
Delivery mode	Face to face (Classroom based)
Duration	52 Weeks including holidays
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	320 HOURS

**Total Course Fee: AUD 10,500**

**Tuition Fee: AUD 9,500**

**Material Fee: AUD 750**

**Application Fee: AUD 250 (non-refundable)**

*(Application fee is non-refundable under all circumstances. Please refer to Melbourne College of Business and Technology refund policy and procedure for further details)*

### **COURSE DESCRIPTION**

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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.



## Course Entry Requirements:

### Entry to this qualification is limited to those who:

- There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:
- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy, and numeracy to complete course requirements with or without additional support that Melbourne College of Business and Technology is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology. MCBT will review the student's current competencies, student needs, English level, support requirements and oral communication skills in order to enrol them in the most appropriate course to achieve their intended outcomes. Students must have access to a working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Students must have access to a working internet.
- Students must be able to attend scheduled theory classes and classes to be conducted in a simulated environment.
- Students must have sound digital literacy.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in a simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.



### Course Outcome:

Once students have successfully completed BSB50420 Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- BSB60420 Advanced Diploma of Leadership and Management
- Other Diploma or Advanced Diploma or Bachelor programs in related fields such as business and management.

### Employment pathways:

- Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
  - Strategic Management analyst
  - Executive officer
  - Business development manager

### Course Structure:

A total of 12 Units (6 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB50420 Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage operational business plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBOPS504	Manage business risk	Elective
BSBTWK503	Manage meetings	Elective
BSBLDR522	Manage people performance	Elective
BSBOPS503	Develop administrative systems	Elective
BSBCRT512	Originate and develop concepts	Elective
BSBXCM501	Lead communication in the workplace	Elective



## Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed

## Facilities and Resources

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

***Management Theory and Practice***, 7<sup>th</sup> Edition, Cole, Cengage Learning, 2016

## Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

## Recognition of Prior Learning (RPL)/Credit Transfer (CT)

Melbourne College of Business and Technology (MCBT) will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. MCBT has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

## Further Information

Contact the Administration Manager at [admissions@mcbt.vic.edu.au](mailto:admissions@mcbt.vic.edu.au) or +61 3 9018 5699 or refer to [www.mcbt.vic.edu.au](http://www.mcbt.vic.edu.au) for further information.