DIPLOMA OF LEADERSHIP AND MANAGEMENT

NATIONALLY RECOGNISED TRAINING

National Code: BSB51918
Cricos Code: 1010106
RTO Provider: 41578
Cricos Provider   03806D

Description

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches.

The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Entry Requirements

International students must:
- Be at least 18 years of age.
- Have an IELTS score of 5.5 or equivalent (test results must be no more than 3 years old).
- Participate in a course entry interview to determine suitability for the course.

International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following:

- You were educated for 5 years in an English-speaking country.
- You have completed at least 6 months of a Certificate IV level course in an Australian RTO.
- You have successfully completed an English Placement Test that shows that you have an IELTS Academic score of 5.5.
- You have successfully completed your High School in English Language.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

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Delivery Mode

This course will be delivered face-to-face in a classroom-based setting which includes the simulation of workplace-based environment. The course is delivered at both of our campuses: -

16 Victoria Square St Albans VIC 3021   &   Level 1, 48 Mort Street, Braddon ACT 2912

Duration

This qualification will be delivered over 78 weeks, including 60 weeks of training and assessment spread over 6 terms of 10 weeks and up to 18 weeks of holidays depending on when you start your course. Holidays are 3 weeks per term.

Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements. The timing for this course will be advised in the Letter of Offer.

Course Costs

The costs for this course are as follows:
- Enrolment fee: $250 (non-refundable to be paid on application)
- Course fees: Total cost is AUD$9,650
- Non-Tuition fees: May apply and can be found at www.iqravet.com.au

A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks which are to be purchased at the student's own cost. Non-payment of course fees may result in cancellation of enrolment.

Name of Publication	Approx. Price	Publisher
Leadership and Management: Theory and Practice, 7th Edition, Kris Cole	$ To be added at the time of publication to ensure currency	Cengage Learning www.cengage.com.au

These textbooks may be purchased by students through Cengage Learning or any other bookshops or online providers that offer these publications. Students must also supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher. Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs.

Recognition of Prior Learning/Recognition of Current competencies and Credit Transfer

Recognition of Prior Learning (RPL) and Recognition of Current Competencies (RCC) – Students with prior learning and work experience can apply for Recognition of Prior Learning/Recognition of Current Competencies.

Credit Transfer (CT) - Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.
 NOTE: AIM Institute of Health & Sciences will not provide a Certificate where ALL or more than 50% of the Units have been completed at other RTO's.

Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Projects
- Presentations
- Report writing
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed.

Assessment marking system:

- **S**atisfactory (S) result: the student's submitted work satisfies the learning requirements and all competency standards for the unit (in accordance with the National Register www.training.gov.au).
- Not Yet Satisfactory (NYS) result: the student's submitted work does not demonstrate their understanding receive written feedback from a trainer/assessor, clearly outlining where the gaps are. The student will then be required to rectify these gaps and re-submit their assessment for marking.

Once a student receives a satisfactory result for all required assessment tasks a Competent (C) outcome will be awarded for the entire unit. The student must demonstrate their understanding of all competency standards in each unit before receiving a competent outcome.

Pathways

This qualification will provide a pathway to BSB61015 Advanced Diploma of Leadership & Management or other Advanced Diploma qualifications

Employment Opportunities

Diploma of Leadership & Management qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

Typically, people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. Students who complete this course may be able to seek employment in a range leadership and management roles.

Course Structure

The BSB51918 Diploma of Leadership and Management requires the successful completion of four (4) core units and eight (8) elective units. Electives for this qualification have been chosen by AIM Institute of Health & Sciences to ensure that students achieve a broad range of skills and knowledge in business.

The course structure is as follows, although students may join the course at the commencement of any unit as AIM Institute of Health & Sciences utilises a rolling enrolment system.

Term 1		
BSBCUS501	Manage quality customer service	Elective
BSBADM502	Manage meetings	Elective
Term 2		
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

BSBFIM501	Manage budgets and financial plans	Elective
Term 3		
BSBHRM405	Support the recruitment, selection and induction of staff	Elective
BSBMGT502	Manage people performance	Elective
Term 4		
BSBWRK520	Manage employee relations	Elective
BSBLED501	Develop a workplace learning environment	Elective
Term 5		
BSBLDR511	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
Term 6		
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core

Note: For international students, satisfactory course progress is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at www.iqravet.com.au

Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students must read through all provided information as it will provide all necessary information about the course of study.
A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements. This course outline should be read in conjunction with AIM Institute of Health & Sciences Student Handbook. This can be found online at www.iqravet.com.au

All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:

- Academic and personal support.
- Referral to external support services.

Students are required to attend classes for 20 hours a week and complete approximately 2 hours of homework per week which consists of reading and research for assessments. Timetable information will be provided in the student's Letter of Offer and Student agreement.

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:
- Projects
- Presentations
- Report writing
- Observations
- Questioning (oral or written)
At the beginning of each unit, trainers will outline the assessment tasks that must be completed.

Student will need access to:

- A digital video recording device and/or a digital camera and associated software to save and upload video, image and audio files to Google Drive or similar. Many mobile phones and smart phones include this technology.
- Software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as a free download from the internet.