



Australian Institute of Vocational
and Technical Education

Australian Colleges of Further Education Pty Ltd trading as
Australian Institute of Vocational and Technical Education (AIVTE).
ABN 24 106 939 388 (RTO Code: 31717,
CRICOS Provider Code: 03327G)



Course Overview

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.

AIVTE CRICOS COURSE GUIDE

BSB51918 - Diploma of Leadership and Management

CRICOS Code: 085418D



aivte.edu.au

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Job Opportunities

Job roles that may be available to you after successful completion of the course include:

- » Manager/Assistance Manager
- » Office Administrator
- » Office Manager
- » Business Manager
- » Business Manager – Management
- » Managers

Entry Requirements

1. Students must be 18 years of age or over.
2. Students are required to provide evidence to demonstrate English Language competence by any of the following:
 - Completing our Language Literacy and Numeracy test.
 - Providing evidence of English language skills test (IELTS 5.5 or equivalent)
3. Satisfactorily complete a pre-training review interview to determine academic suitability for the chosen course.
4. Additional entry requirements may apply to specific qualifications.

Course Pre-Requisites

There are no pre-requisites for this course.

Recognition of Prior Learning

This is another method of assessing your current skills, knowledge and expertise in the industry. Speak with one of our staff to see if you are eligible to have your skills, knowledge or any formal or non-formal qualifications recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

Credit Transfer

If you have completed previous qualification in same industry as you intended to enrol into, your qualification with another organisation may have the same units in which you are about to study. You can apply for a credit transfer. To apply for a credit transfer, you will need to provide a copy of the original transcript from your previous qualification or a statement from your USI transcript for the credit transfer to be recognised.

Intakes

Please contact AIVTE for course intake information or visit: <https://acfeonline.edu.au/academic-calendar/>

Course Duration

Full-Total: 72 weeks **Learning:** 60 weeks **Holidays:** 12 weeks

Delivery Modes

A flexible blended environment applies, through our face-to-face, online system. Student delivery will be broken down into learning

How to Enrol

Applying to AIVTE is easy. You can submit your enrolment application any time at aivte.edu.au/enrol or call the Gold Coast campus on **+61 1300 656 693** or the Sydney campus on **+61 1300 083 832**. You will be contacted by AIVTE to arrange a follow up appointment for a pre-training review. Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.

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weeks, assessment weeks, holidays weeks for each qualification. Students will have trainer directed study and also self-pace is highly recommended. International students are required to do 20 hours of study per week.

Fees

\$AU 14,250 (includes a \$250 non-refundable application fee)

Locations

Gold Coast	Sydney
10 Scarborough St Southport, Gold Coast Queensland 4215 +61 1300 656 693	Level 2, Queen St Auburn, Sydney New South Wales 2144 +61 1300 083 832

Study Pathways

This qualification has pathways for further study in:

- BSB61015 - Advanced Diploma of Leadership and Management
- BSB80315 - Graduate Certificate in Leadership Diversity
- BSB80215 - Graduate Diploma of Strategic Leadership

Course Outline (Units of Competency)

Total number of units = 12

- 4 core units
- 8 elective units

Core Units	
BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
Elective Units	
BSBMGT502	Manage people performance
BSBMGT516	Facilitate continuous improvement
BSBCUS501	Manage quality customer service
BSBWOR501	Manage personal work priorities and professional development
BSBPMG522	Undertake project work
BSBLED501	Develop a workplace learning environment
BSBADM502	Manage meetings
BSBWRK520	Manage employee relations

Assessments

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence.

Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays/observations



Enrol Now
aivte.edu.au/enrol