



Course Information

Diploma of Leadership and
Management

BSB51915

QUALIFICATION STATEMENT

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 synthesis information from a variety of sources.

EMPLOYMENT PROSPECTS

This qualification provides a pathway to work within the business environment in a variety of roles such as various business settings.

POSSIBLE JOB TITLES INCLUDE:

- Frontline Managers
- Branch Managers
- Middle Managers
- Supervisors
- Business Operators

ENTRY REQUIREMENTS

Nil. Individuals may enter BSB51915 Diploma of Leadership and Management with limited or no vocational experience. However successful completion of Australian Year 11 or equivalent, at a minimum would be advantageous.

ENGLISH LEVEL REQUIRED

Successful completion of 10 weeks of Business English or General English at Upper Intermediate level or IELTS proficiency of 5.5 or above (minimum of 5.0 in writing) or equivalent.

STUDY MODE

Full Time (Monday - Wednesday), Face to Face

8:30 am - 4:15 pm

COURSE DURATION

52 weeks





Course Information

Certificate II in Business

BSB20115

UNITS OF STUDY

CORE UNIT/S

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plans
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

ELECTIVES

BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities and professional development
BSBWHS501	Ensure a safe workplace
BSBMGT502	Manage people performance
BSBPMG522	Undertake project work
BSBHRM506	Manage recruitment selection and induction processes
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans

LOCATION

Cairns Business College, 91 -97 Mulgrave Road, Parramatta Park, Qld 4870

COURSE DATES

Course can commence on any Monday during a Term.

Please contact the College for further information.

