Vision
Providing quality vocational education through flexible study options

Goals & Objectives
As a quality provider of vocational education to the student market we stand by our student services and training products.

BSB51918 - Diploma of Leadership and Management

Description
The Etraining BSB51918 - Diploma of Leadership and Management qualification applies to individuals who may possess experience in a range of business and operational management related settings but, seek to further develop their skills across a wide range of business functions. This qualification is also ideal for students with limited vocational and workplace experience, who wish to develop their knowledge, skills and qualifications to create pathways to open up further employment opportunities.

The Etraining suite of vocational courses have been designed for the busy student, to be undertaken online, with the flexibility to be undertaken away from the traditional classroom environment.

Vocational Outcomes
The course provides students with the skills and knowledge to work in various management roles. After the successful completion of this course students may find employment in roles such as:

* Office Manager, Operations Manager, Production Manager
* Business Unit Managers, Program and Team Leaders, Program Coordinators
* Assorted middle to upper level skilled leadership, management and supervisory roles

Entry Requirements

Training Package Entry Requirements:
There are no mandatory entry requirements specified in the industry training package.

Local Entry Requirements:
The following local (RTO) entry requirements apply to ensure applicants are able to fully engage in the course and have the required learning capacity to meeting the course requirements:

* you aged 18 years or over
* you are an existing worker preferably in a supervisory role with a minimum of three years’ work experience
* you have the support of your supervisor or employer
* you hold a minimum of a Higher School Certificate (or equivalent)
* you are able to commit to the course duration and time commitment

Note: These entry requirements will be confirmed at the time of enrolment enrolment including pre-training review; language, literacy and numeracy skills assessment; and identification of the need for support services.
Delivery and Assessment

The Etraining is structured as an online course. This means that all learning materials, resources and assessment materials are available via a secure login from our learning management system online.

* The Diploma has 12 units of competency, or subjects which must be successfully completed to gain the qualification.
* Each Subject has various learning activities to be completed, in addition to the class reading materials as part of the learning including: industry research, workplace visits, and practical applications to develop the knowledge and skills of students.
* Assessment tasks use a range of contemporary workplace contextualised tasks and may be undertaken using the following assessment methods:
  
  i. Practical Demonstration
  ii. Portfolio of work
  iii. Written Report
  iv. Project Work
  v. Role Play
  vi. Presentation/Observation

Etraining is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to those students who believe they already hold all or some of the competency required to achieve this qualification, by way of a previous formal learning qualification; inhouse non formal learning; or have the skills and experience through workplace related activities.

RPL will require a portfolio of certified documentary evidence to be submitted. This will be by a combination of evidence collection including documentary evidence, third party reports, written and practical assessment to confirm your current skills. It is important to acknowledge that assessment via RPL requires the same quality of evidence, assessment process and must align with the same unit of competency requirements as a normal assessment. Because of the reliance on past experience, this can require a substantial amount of work by the candidate to collect and supply the relevant evidence.

If you think that you may qualify for part or full RPL please discuss this with Etraining at your time of enrolment.

Licensing Requirements

No licensing, legislative or certification requirements apply to this qualification.

Course Duration & Time Commitment

The Diploma Course has been designed with flexibility so the students learning needs meet the course requirements, therefore students can enrol at anytime during the year.

General Course Overview:

* 12 x Units of Competency / Subjects to be completed over 60 weeks.
* Or 5 weeks to complete each Unit of Competency / Subject and 1 week for assessments.
* Individual study plans and variations can be negotiated with Etraining based on circumstance.

In summary, your total time commitment to your Diploma Course over 60 weeks is as follows:

* Self paced study and assessment preparation of 6 to 10 hours per week per subject.
* End of subject practical assessments vary depending on individual requirements.
* Study commitment will vary depending on the individual’s experience, skills and knowledge.
Etraining recommends that students develop a dedicated course study timetable, that suits their individual work, life and family balance and are disciplined to commit to quality study time. Research and student feedback over many years has shown that allocating dedicated study times maximises quality education and supports the motivation to achieve the required study goals for online and distance education.

Students who are eligible for Recognition of Prior Learning or who have previously been awarded units of competency that may be recognised as Credit Transfer may expect a lessor duration depending upon individual circumstances. Students are encouraged to contact Etraining to discuss their individual circumstances.

**Course Fee (Subject to Change)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Material Fee</th>
<th>Tuition Fee</th>
<th>RPL Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB50215</td>
<td>Diploma of Leadership &amp; Management</td>
<td>$0</td>
<td>$4,500</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

Please refer to our Etraining Fee Schedule and Student Handbook for a full disclosure of our fees and charges and your rights and obligations. The above quote fees are GST free.

**Qualification Structure**

To achieve the BSB51918 - Diploma of Leadership and Management, you must be assessed as competent in eight (8) elective units of competency (Based on release 2, 21 Feb 2019). Etraining have chosen the elective units of competency in order to maximise the vocational outcomes of course to a broad range of job roles. The course is offered with the following unit selection.

<table>
<thead>
<tr>
<th>Units of Competency</th>
<th>Core / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBLEDR502 Lead and manage effective workplace relationships</td>
<td>Core</td>
</tr>
<tr>
<td>BSBLEDR511 Develop and use emotional intelligence</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMGT517 Manage operational plan</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR502 Lead and manage team effectiveness</td>
<td>Core</td>
</tr>
<tr>
<td>BSBADM502 Manage meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBFIM501 Manage budgets and financial plans</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM506 Manage recruitment and selection process</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT516 Manage continuous improvement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRSK501 Manage risk</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBSSUS501 Develop workplace policy and procedures for sustainability</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWHS501 Ensure a safe workplace</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR501 Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
</tbody>
</table>

*Total number of units of competency: 12

* Units imported from within the BSB Business Services Training Package at the Diploma level.
Students will need to provide

Etraining Courses have been designed to be undertaken remotely, in the time available that suits the individual and self-paced needs of each student. Students will need to provide:

* Access to a computer with a reliable internet connection for email communications, downloading course materials, completing activities, industry research and submitting assessments. Computers should have the standard office suite of programs including word processing, spreadsheets, presentations and email.

* Access to video chat technology for completing role play based assessments with the Trainer.

* Basic stationary to meet personal preferences and back up storage such as USB or cloud options.

* All assessments need to be submitted electronically, presented in a business fashion that reflects industry standards and those required for Diploma level studies outlined at www.training.gov.au.

Are you interested or need more information?

Call us on 0468 375 412 for further information and request an enrolment package. This information should be read in conjunction with the Student Handbook prior to your enrolment.

Etraining Office

Etraining delivers online training from the following address:
Suite 202, 368 Sussex Street, Sydney, NSW 2000 – Google Maps
For public transport information please refer https://transportnsw.info