

# Local Students

## BSB51915 Diploma of Leadership and Management

**General:** 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.

**Entry requirements:** Prospective students are required to complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

**Vocational outcomes:** Students can go into a range of employment options. Occupations may include Business Manager, Human Resources Manager, Sales Team Manager.

**Job outlook:** Please refer to the Australian Government Job Outlook site for job prospects for a Corporate General Manager. Expected job openings are average. 52,400 persons were employed as General Managers in 2014. Job openings over the next 5 years are expected to be between 10,001 and 25,000. Source: Department of Employment - 2016.

**Delivery and assessment:** We offer students the flexibility of choosing between online learning or classroom delivery. Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, presentations, case studies and projects.

### Core Units

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

### Elective Units

Unit Code	Unit Descriptor
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBADM502	Manage meetings
BSBWOR501	Manage personal work priorities and professional development
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment selection and induction processes
BSBRISK501	Manage Risk
BSBPMG522	Undertake project work

**Course duration:** 1 year

This Training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply. People with disabilities are encouraged to apply.

