



BSB50420

Diploma of Leadership and Management



BSB50420 - Diploma of Leadership and Management

The Diploma of Leadership and Management 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 may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

You will be fully supported by our expert trainers/assessors and the dedicated student support team at My CPE.

On successful completion of this program, students will have gained valuable skills and knowledge to apply to a multitude of roles and industries as well as establish a pathway to higher education.

Program Details

Qualification: Diploma

Nationally recognised: Yes

Delivery mode: Online

Program duration: 1 year

Start anytime: Yes

Self-paced: Yes

Fee: \$2,750.00

Funding/Payment plan: Yes

RPL Options: Yes

Assessment

Assessments may include a blend of:

- Theory Assessment
- Project Work/Practical activities
- Role Play/Observation.

Career Opportunities

- Business Manager
- Small business manager, owner, or operator
- Information Services Manager
- Manager/Office Manager
- Legal Practice Manager
- Operations Manager
- Business Development Manager
- Production Manager.



Contact us for more information
E: hello@mycpe.com.au



Unit Descriptions

The qualification includes a total number of 12 units - comprising of 6 core units plus 6 elective units.

CORE UNITS

BSBCMM511 Communicate with influence

- Identify communication requirements
- Negotiate to achieve agreed outcome
- Participate in and lead meetings
- Make presentations.

BSBCRT511 Develop critical thinking in others

- Assess individual and team critical and creative thinking skills
- Establish an environment that encourages the application of critical and creative thinking
- Monitor and improve thinking practices.

BSBLDR523 Lead and manage effective workplace relationships

- Establish effective workplace relationship processes
- Manage effective workplace relationships
- Review management of workplace relationships.

BSBOPS502 Manage business operational plans

- Establish operational plan
- Manage resource acquisition
- Monitor and review operational performance.

BSBPEF502 Develop and use emotional intelligence

- Prepare to develop emotional intelligence
- Develop emotional intelligence
- Promote development of emotional intelligence in others.

BSBTWK502 Manage team effectiveness

- Establish team performance plan
- Develop and facilitate team cohesion
- Facilitate teamwork
- Liaise with stakeholders.

ELECTIVES

BSBPEF501 Manage personal and professional development

- Manage work goal development
- Facilitate achievement of work priorities
- Develop and maintain professional competence.

BSBLDR522 Manage people performance

- Allocate work
- Assess performance
- Provide feedback
- Manage follow up.

BSBSTR502 Facilitate continuous improvement

- Establish systems and processes
- Monitor and adjust performance strategies
- Manage opportunities for further improvement.

BSBFIN501 Manage budgets and financial plans

- Plan financial management approaches
- Implement and monitor financial management plans
- Review and evaluate financial management plans.

BSBOPS505 Manage organisational customer service

- Establish customer requirements
- Deliver quality products and services
- Evaluate customer service.

BSBHRM526 Manage payroll

- Establish procedures for payroll management
- Prepare payroll data
- Authorise payment of salaries
- Administer salary records.

Study with My CPE

Our online self-paced learning programs provide flexibility to study in your own time, at your own pace, and in your own environment... anywhere, anytime.

The program is delivered online over a 12-month period; however, you are able to complete the program at a faster pace.

You are encouraged to take an active part in managing your learning outcomes. Be assured that your trainer will be available to provide support and guidance where necessary. The experienced and dedicated team at My CPE is keen to see you succeed.

Important Information

Licensing/Regulatory Information

- No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

- Be aged 18 years or over
- Hold a minimum of a Higher School Certificate (or equivalent)
- Be able to commit to the course duration and time frame
- Have completed the Language, Literacy, Numeracy and Digital (LLND) Skills Assessment
- Be an existing worker, preferably in a supervisory role
- Have the support of your supervisor or employer
- Have access to the resources listed below.

NOTE: These entry requirements will be confirmed through information collected on the enrolment form, including confirmation from your workplace supervisor or employer.

Resource Requirements

- Internet access
- Technology, office equipment, calculator, and relevant resources used in the workplace
- Software applications such as word processing, spreadsheets, presentation software and email
- A recording device (such as a Smart Phone or iPad) to record work and submit via the eLearning Portal
- Basic stationary.

Duration

- You have 12 months to complete the program
- Recommended study hours per week: 14
- Extensions may be granted in certain circumstances - additional program fees may apply.

Support

The dedicated team at My CPE are available to assist with any questions you may have in relation to:

- Pre-enrolment information
- How to enrol in a course
- Payment options
- Terms and conditions
- Course curriculum
- Credit Transfer and the RPL process
- Assessment processes
- Student support and wellbeing
- Extensions and applicable fees
- Administration queries.

Recognition of Prior Learning (RPL) / Credit Transfer

- Recognition of Prior Learning (RPL) and Credit Transfer options are available to eligible applicants. Individuals are encouraged to contact My CPE to discuss their personal learning pathway and determine their eligibility for Credit Transfer or RPL
- RPL is the process of recognising the experience and skills that a person has acquired throughout their career. The principles of RPL will be applied at all stages of your program. If existing competence is evident, it will be recognised and applied to expedite the completion of your program
- You will be provided with an opportunity to request RPL during your interview with your Assessor; however, RPL can be requested at any stage.

Pathways from the Qualification

- The Advanced Diploma of Leadership and Management would support career progression.

Other Qualifications of interest

- FNS50222 - Diploma of Accounting
- FNS50422 - Diploma of Payroll Services
- FNS40222 - Certificate IV in Accounting and Bookkeeping.

Skill Sets of interest

- FNSSS00004 - BAS Agent Registration Skill Set
- FNSSS00012 - Payroll Administrator Skill Set.

National recognition

- The competencies in this program have been drawn from the nationally endorsed industry training package, the Business Services Training Package (BSB)
- On successfully completing the training and assessment, the BSB50420 - Diploma of Leadership and Management qualification will be issued. A Record of Results listing all units of competency achieved will also be issued
- The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider financial services industry
- My CPE Pty Ltd will issue a qualification within 30 days of the final assessment being completed
- Learn more:

<https://training.gov.au/training/details/BSB50420/qualdetails>

Assessment Requirements

Assessments have been developed with the busy learner cohort in mind to facilitate a practical approach to the performance and knowledge evidence required of the training package and relevant to those working in professional service roles.

The following provides a brief explanation of the assessment methods that are to be applied:

- **Theory Assessment** – Involves written responses to a selection of questions which provides an opportunity to demonstrate a range of skills and knowledge applicable to the learning outcomes
- **Written Report/Reflection** - Assessment that requires the production of a written record or report based on real workplace scenarios or a case study
- **Project/Practical activities** - A project or practical activity requires the creation of various workplace documents (financial statement, risk assessment, operational plan, personal development plan or compliance initiative, etc.). Projects will often have a practical presentation component where the student will be asked to present the outcomes of their project
- **Role Play/Observation** – An opportunity to demonstrate a range of skills whilst being observed by, or interacting with, the assessor or colleagues in a simulated or real business workplace environment. These activities allow the assessor to observe the application of knowledge and skills during practical activity
- **Case studies** - An opportunity for learners to combine their newly acquired skills and knowledge to demonstrate competence. Case Studies are often incorporated in the Project work candidates must complete
- **Examination** – Examinations are tests that can be formal or informal. Formal Examination involves the delivery of an examination which is formally supervised to meet assessment requirements as specified by the training package and in compliance with industry regulatory requirements. Quizzes may also be used to present an informal approach to learning and assessment
- **Workplace Supervisor Report** - Workplace supervisors may be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.

Who is Responsible for Your Training?

- My CPE Pty Ltd 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
- Registered Training Organisation – (RTO) Provider No: 45717.

Student Information

- Detailed student information is available within our Learner Handbook, which is supplied with the enrolment package
- This booklet contains important information about our student's rights and obligations, such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision
- It is important that persons applying for enrolment have had an opportunity to review this information first
- Please contact us, and we can send this information to you straight away
- Our team is on hand to support you throughout the duration of your enrolment. We encourage communication between our students and our team, so please reach out for guidance if you have any queries.

Fees

- This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule, which also includes details of refund rights and obligations.
- Please note we do not accept more than \$1,500.00 upfront from individual learners.
- Interest-free payment plans are available.
- Contact us and get the ball rolling!

The Enrolment Process

- **Step 1:** Contact My CPE to discuss your needs
- **Step 2:** Complete the Expression of Enrolment form online at www.mycpe.com.au/enrol/
- **Step 3:** You will be contacted to discuss your potential enrolment, suitability for the training program, and career plan
- **Step 4:** A Language Literacy, Numeracy and Digital Skills Assessment may be conducted
- **Step 5:** Upon confirmation of enrolment and payment or agreed payment plan, you will be able to commence your program
- **Step 6:** Access to your program will be granted.



Contact Us

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E: hello@mycpe.com.au
A: Suite 99, Level 18
324 Queen St, Brisbane QLD 4000
W: www.mycpe.com.au

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and also under State and Territory consumer protection laws.

These protections include areas such as unfair contract terms, a consumer guarantee to a statutory cooling-off period, and protection from unscrupulous sales practices.

You can find out more information about your rights as a consumer from the Australian Consumer Law website, which includes a range of helpful guides relating to specific areas of protection.

Please visit the following site for more information about Australian Consumer Law: www.consumer.gov.au.

Statutory cooling-off period

The Standards for Registered Training Organisations require a person to be informed of their right to a statutory cooling-off period if one is applicable. A statutory cooling-off period is defined within the Australian Consumer Law introduced in 2011.

A statutory cooling-off period (which is 10 days) is a period of time provided to a consumer to allow them to withdraw from a consumer agreement where that agreement was established through unsolicited marketing or sales tactics. These include tactics such as door-to-door sales and telemarketing. A statutory cooling-off period allows a consumer to withdraw from a sales agreement within 10 days of having received a sale contract without penalty.

My CPE do not engage in unsolicited marketing or sales tactics, and therefore, a statutory cooling-off period is not applicable to our learners who have enrolled in a program through contacting us.

For refund options in other circumstances, learners and staff must refer to the refund policy.





QUALITY



ASSESSORS



**PRACTICAL
FOCUS**



AWARD



CONVENIENCE



SUPPORT

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My CPE RTO Code: 45717