

# Manage Business and Your Success

## with a Diploma of Leadership & Management

**Course Duration:**  
52 weeks

**Class Schedule:**  
25 hours - 2.5 days per week\*

**Entry Requirements:**  
No entry requirements for Australian students.

### Preferred Pathway

- BSB40812 Certificate IV in Frontline Management or other relevant qualification  
OR
- with vocational experience but without formal supervision or management qualification

### International Students

- An overall IELTS band 5.5 or equivalent & above
- 18 years & above with High School Certificate (Year 12) or equivalent

\* Students may be required to complete additional hours beyond class times to complete the course.

### Course Outline BSB51915 (CRICOS 089391M)

The Diploma of Leadership and Management reflects the role of individuals who apply knowledge, practical skills and experience in a leadership and management role across a range of business and industry contexts. At this level in industry leaders and managers display initiative in planning, organising, implementing and monitoring their own work and the workload of others. They also plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and coordinate information from a variety of sources. With well developed communication skills they support colleges and business teams to meet organisational or business requirements.

#### Unit of Study:

##### Workplace Effectiveness

BSBLDR501	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness

##### Leadership and Management 1

BSBMGT517	Manage operational plan
BSBMGT516	Facilitate continuous improvement
BSBCUS501	Manage quality customer service

##### Information Management 1

BSBINM501	Manage an information or knowledge management system
BSBADM506	Manage business document design and development

##### Workplace Health and Safety

BSBWHS501	Ensure a safe workplace
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##### Diversity

BSBDIV501	Manage diversity in the workplace
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##### Sustainability

BSBRISK501	Manage Risk
BSBSUS501	Develop workplace policy and procedures for sustainability

#### Course Pathway:

After graduating from the Diploma of Leadership and Management further study options include: Advanced Diploma of Business, Diploma of Software Development or Diploma of Digital and interactive Games at Canterbury Technical Institute or you can progress on to University including USQ.

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