Alana Kaye COLLEGE

Diploma of Leadership and Management

The BSB50420 Diploma of Leadership and Management will provide you with leadership skills to better manage teams, improve workplace relationships, manage human resources and contribute to strategic and business planning. 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 judgment in planning, organising, implementing and monitoring their own workload and the workload of others.

Relevant Job Roles:

- Manager
- Supervisor
- Team Leader
- Project Manager

DISTANCE LEARNING

Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program.

FLEXIBLE DELIVERY MODES

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team and in line with the packaging rules.

FACE-TO-FACE SCHEDULE

For scheduled course dates, please contact Alana Kaye on: 1300 25 26 25 or email training@alanakaye.edu.au.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

PATHWAYS

Students may enter directly into the BSB50420 Diploma of Leadership and Management without prior qualifications. If a student wishes, they may choose to undertake the Certificate IV in Leadership and Management prior to this course.

Graduates of this course may decide to undertake an Advanced Diploma of Leadership and Management.

RECOGNITION OF PRIOR LEARNING (RPL)

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

RESOURCES REQUIRED

Students are required to have access to a computer (or use an Alana Kaye computer) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments through our online learning portal. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer and internet.

INVESTMENT

Course Fee $4,900.00
(this includes $400.00 non-refundable enrolment fee)
Recognition of Prior Learning $2,500.00

Inclusions:
- Course learning and assessment material
- Coffee and tea
- Certification upon successful completion

PAYMENT PLANS

Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.

UP-FRONT PAYMENT

A payment of $1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of $400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

COURSE OUTLINE

This qualification comprises of 12 units of competency (subjects). Units of competency can either be:
- **Core units** – units you must complete as part of the qualification and
- **Elective units** – units that you choose to be most suitable for your learning needs

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of ou students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

Unit Code	Core Units	Face-to-Face	RPL	Distance
BSBCMM511	Communicate with influence	✓	✓	✓
BSBCRT511	Develop critical thinking in others	✓	✓	✓
BSBLDR523	Lead and manage effective workplace relationships	✓	✓	✓
BSBOPS502	Manage business operational plans	✓	✓	✓
BSBPEF502	Develop and use emotional intelligence	✓	✓	✓
BSBTWK502	Manage team effectiveness	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance
BSBHRM522	Manage employee and industrial relations	✓	✓	✓
BSBHRM524	Coordinate workforce plan implementation	✓	✓	✓
BSBLDR522	Manage people performance	✓	✓	✓
BSBHRM415	Coordinate recruitment and onboarding	✓	✓	✓
BSBSTR502	Facilitate continuous improvement	✓	✓	✓
BSBWHS521	Ensure a safe workplace for a work area	✓	✓	✓

ENROL NOW

Click on the Enrol Now button on our website to download an enrolment form. Please contact our office for further information about this course.