

future
focused
skills



BSB50420 Diploma of Leadership & Management



Course overview

This nationally recognised qualification is designed to help develop the knowledge and know-how to develop into a professional manager in varied workplace environments.

About the course

During your studies you'll learn how to apply more management skills including team effectiveness, dealing with people and performance issues, developing operational plans, and using emotional intelligence to guide and manage people.

This course is suitable for those who are pursuing a management career, and may help prepare you up for a transition into team leadership, supervisory and business management roles.

The course is a natural pathway from the BSB40520 Certificate IV in Leadership and Management that can help build on your career prospects with both current and future employers.

Career pathways

This qualification is designed to develop your management and leadership skills in the context of a workplace.

Because management and leadership is a skill set that can be transferable across industries, the career options are broad and varied.

It may help set you on a path to work in senior managerial roles, support a career change into a different industry, or validate your current work experience with a recognised certification.

Possible career pathways are broad and may include:

- Team manager
- Regional or branch manager
- Middle to senior manager

Course features

- Self-paced, online delivery
- Flexible study to fit in with work and life
- Support from a dedicated trainer with expertise in the study discipline
- Ongoing student support through your study journey
- Affordable payment plan options

Assessment

Assessment is designed to ensure you can apply leadership and management skills in workplace contexts.

Assessment methods may include:

- written knowledge questions
- workplace-based tasks
- operational planning activities
- managing team performance and workplace relationships
- projects and scenario-based activities
- development of reports, plans and communication strategies

To achieve the qualification, you must be assessed as competent in all units of competency.

Assessment activities may be completed in:

- your workplace
- a simulated work environment

Evidence may include:

- workplace documents
- leadership and management activities
- supervisor feedback or verification

Course structure

This qualification comprises of 12 units of competency (6 core and 6 elective). Students enrolled in the qualification will undertake two units of competency at a time over eight weeks.

Some students choose to finish faster than that, but it is designed to be flexible so you can study at your own pace, in your own time.

How long it takes you to complete the qualification usually depends on your previous experience, how much time you have available between work commitments, and the pace at which you prefer to study.

Unit Code	Unit Name	Type	Duration
BSBCMM511	Communicate with influence	Core	8 weeks
BSBLDR523	Lead and manage effective workplace relationships	Core	
BSBOPS502	Manage business operational plans	Core	8 weeks
BSBPEF502	Develop and use emotional intelligence	Core	
BSBTWK502	Manage team effectiveness	Core	8 weeks
BSBCRT511	Develop critical thinking in others	Core	
BSBLDR521	Lead the development of diverse workforces	Elective	8 weeks
BSBLDR522	Manage people performance	Elective	
BSBWRT411	Write complex documents	Elective	8 weeks
BSBTWK503	Manage meetings	Elective	
BSBPEF501	Manage personal and professional development	Elective	8 weeks
BSBOPS404	Implement customer service strategies	Elective	

Duration

There is a maximum of up to 24 months allowed to complete all units and assessments in the qualification.

Entry requirements

There are no formal prerequisite qualifications.

To enrol, learners must:

- have access to a computer and internet
- provide a Unique Student Identifier (USI)

This qualification is best suited to learners who:

- have workplace experience
- are currently working in, or have access to, a workplace environment

Learners will need access to a workplace or simulated environment to complete assessment tasks.

Recognition of Prior Learning

RPL is an assessment pathway that recognises your existing skills and knowledge. If you believe you are a suitable candidate for RPL please contact MiTraining for support with this process.

Course fees

Visit mitraining.edu.au/policies for information about course fees and to view policy information. Contact our helpful student support team to discuss enrolment options and intakes.

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