

Qualification Information:

BSB51915 – Diploma of Leadership and Management

Client(s)	<p>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.</p> <p>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.</p> <p>They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.</p>	
Entry & Admission Requirements	<p>There are no specific entry requirements for this qualification.</p> <p>Daniels Associates has the following admission requirements to suit the delivery and assessment mode offered:</p> <ul style="list-style-type: none"> Learners are required to be competent in written and spoken English and will undertake a Language, Literacy, and Numeracy test prior to commencing the training. 	
Course Duration	<p>This course is normally delivered over a period of <i>approximately</i> 12 months</p>	
Qualification Packaging	<p>To achieve this qualification, competency must be demonstrated in:</p> <ul style="list-style-type: none"> 12 units of competency consisting of: 4 core units 8 elective units. 	
Units of Competency	BSBADM502 Manage Meetings	Group B
	BSBWOR501 Manage personal work priorities and professional development	Group A
	BSBLDR501 Develop and use emotional intelligence	Core
	BSBLDR502 Lead and manage effective workplace relationships	Core
	BSBWOR502 Lead and manage team effectiveness	Core
	BSSBHRM405 Support the recruitment, selection and induction staff	Group A
	BSBMGT502 Manage people performance	Group A
	BSBPMG522 Undertake project work	Group A
	BSBCUS501 Manage quality customer service	Group A
	BSBMGT517 Manage operational plan	Core
	BSBWHS501 Ensure a safe workplace	Group A

	BSBMGT516 Facilitate continuous improvement	Group A
Training Delivery	Training is normally delivered off-the-job in a class room type environment. Training is normally delivered at each worksite location if there are (5) or more staff.	

Assessment	
RPL / Credit Transfer	<p><u>National Recognition and Credit Transfer</u> – Daniels Associates has a Student/Learner Handbook, which outlines the process to be followed for granting national recognition and credit transfer.</p> <p><u>Recognition of Prior Learning</u> - Daniels Associates has a RPL Student Guide, which outlines in detail a process to be followed for granting Recognition of Prior Learning. RPL Assessment material enables the assessors to gain a clear understanding of the student’s knowledge, skills and experience, thus enabling an objective assessment of the applicant’s current competency to be made.</p> <p>Learners must apply for National Recognition, Credit Transfers and RPL prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL’s granted must be accepted and signed off by the student.</p> <p>Where a student is successful in their RPL or CT application the Learners training plan / timetable must be adjusted.</p>
Assessment Arrangements	<p>The assessment process will include the gathering of evidence to demonstrate the student’s competence. Learners will be advised of the assessment requirements at the beginning of each unit / cluster through documented assessments that will clearly outline all required tasks that must be completed to achieve competence within the specified unit.</p> <p>The assessment methods include theory and practical tasks and will be clearly documented in the Assessment Tool Kit. Assessment methods include:</p> <p>Work Based Activities: Learners will work through a range of assessable activities in a classroom environment. These activities may include completion of case studies, participating in simulated activities, workplace audits and demonstration of skills and knowledge.</p> <p>Assignment: Learners are required to complete a take-home assignment in their own time. Assignments include a combination of multiple choice questions, short answer questions and case studies.</p> <p>Workplace Assessment: Learners are required to demonstrate their skills and knowledge for some units of competency in a fully operational working environment. These assessment uses a combination of Direct Observation and Verbal</p> <p>Appropriate times for these assessments will be negotiated with the learner and their workplace supervisor.</p> <p>Third Party Evidence Sheet to be completed by the learner’s supervisor. Learners are required to review the Third Party Evidence with their workplace supervisor. If both are satisfied that the learner meets the criteria, their supervisor signs and dates the Third Party Evidence Sheet.</p>

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