
1. AIMS

The Diploma of Leadership and Management course is designed to give people opportunity to develop a sound level of skills and knowledge related to leadership of various groups and management in a range of contexts.

2. OUTCOMES

Students who undertake this course can expect to develop knowledge and skills which enable them to better engage in business growth and more formal and complex operations and reporting.

Students can expect to develop:

- Team leadership skills
- Change management skills
- Operational Management skills

The changing workplace has led to the development of a significantly different role for Managers and their teams. There is a move away from the traditional skills of the supervisor controlling, directing and maintaining discipline, to the team leader being responsible for coaching, facilitating and developing team cooperation within a strategic framework.

This qualification provides the core leadership competencies required by contemporary managers. Blending theory with practice, this qualification focuses on workplace learning to ensure its relevance to your particular situation and business.

This qualification is fully competency based and while knowledge and some aspects of competency are assessed within the realms of each unit, completion of activities demonstrating all areas of competency will need to be undertaken to graduate.

A student who successfully completes this course could undertake varying managerial and/or supervisory roles.

Examples of indicative job roles for students who undertake this course, based upon their vocational experience, include:

- Department Manager/Senior manager
- Operations Supervisor
- Store Manager
- Frontline Manager
- Information Services Manager
- Business Administration Manager
- Coordinator
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

Course outcomes apply to both paid and voluntary employment options. This course will require on the job or simulated assessment.

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3. OVERVIEW

This course is fully competency based. Competencies are studied through modules which cover various areas of leadership and management. Individual modules or units may be delivered on a weekly basis, by intensives or by correspondence.

Students enrolling in this course will generally either have had previous management or leadership experience, be currently in a position of leadership or management. An integral part of the course will be the opportunity to apply course content in appropriate work contexts and/or to relate work experience to the learning context.

4. DURATION

The duration of this course varies between 9 and 12 months (full-time study), depending on the campus and program in which it is studied. Duration can vary if the course is studied part-time or concurrently with, or after, another Business course.

Course length for international students is 12 months (full-time only).

Further details are available from the college and each training centre at which the course is offered.

5. COSTS SEMESTER 2 2020

APPLICATION FEE

The non-refundable enrolment application fees for this course are as follows:

Domestic/on-shore students	\$150
Australian/VET Student Loans eligible students	\$0
International Students	\$300

ACADEMIC FEES

Fees for full-time students for the Diploma of Leadership and Management are:

Australian/VET Student Loans eligible students	\$8,000
International Students	\$12,000

Notes:

All fees are quoted in Australian dollars (AUD)

Special rates for 485 Visa students are available upon request.

The college reserves the right to alter fees prior to the start of each academic year.

GOVERNMENT STUDY ASSISTANCE

Government study assistance such as Austudy, Abstudy and Youth Allowance is available to eligible domestic students for this course. Visit www.studyassist.gov.au or contact Centrelink for more details.

VET Student Loans are available to eligible students for this course. See the college website www.unity.edu.au for more information.

Note:

- VET student loans will not be approved for students who do not meet eligibility requirements
- A VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid

Note: Any additional charges associated with study of this course, and not covered by VET Student Loans, are outlined in the Student Handbook. These charges relate to non-tuition fees such as late assessment submission penalties.

6. ENTRY REQUIREMENTS

General requirements for entry are:

- A completed student application form & payment of the application fee (where applicable)
- A successful interview with the Principal, course coordinator or representative (where physically possible)
- Submission of relevant reference
- Satisfactory completion of Year 12 is recommended but students without this formal educational level will be considered. Minimum entry age is 17 years (18 years for international students).
- Satisfactory English language and literacy skills:
 - International students are required to have English language skills to at least the level of IELTS 6.0 or equivalent. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.
 - Students applying for VET Student Loans must provide evidence of either an Australian Year 12 Senior Secondary Certificate, completion of a Certificate IV level qualification (or higher) or achievement of Exit Level 3 in the Australian Core Skills Framework language and numeracy tests (see VET Student Loans entry procedure on the college website for further details)
- Students should have basic computing skills including the ability to use a word processing package at an elementary level.

Student Entry Procedure for students accessing a VET Student Loan:

Students who wish to cover all or part of the course fee through the VET Student Loans scheme should read and follow the “VET Student Loans Student Entry Procedure” as outlined on the Unity College Australia website www.unity.edu.au (More info – Financial information).

Other requirements:

Unity College Australia is a Christian college but welcomes students from all cultural backgrounds and faiths. Students should be willing to respect the ethos of Unity College Australia which is based on mainstream Christian values. Students are also expected to:

- respect college authority and other students
- respect college and student property
- comply with common cultural and social standards including:
 - modesty of dress
 - honesty and integrity in dealing with others
 - sensitivity to students from cultures different to one's own
 - no consumption of nicotine alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus or participating in college-related activities. The college is a non-smoking environment.

7. TRAINING PROCESS

Unity College Australia uses a wide variety of training methods appropriate to the course context. Training is implemented using various delivery modes depending on the training centre and whether studied full or part-time. Delivery modes include face to face sessions, research and project work, self-paced study (supervised and unsupervised) and on-line learning.

International students: Face-to-face training sessions will be held over a one year schedule for the full-time course along with individual and group project work, supervised and on-line study.

A variety of learning tools will be used for training in the group setting and will cover both theoretical and practical aspects of the course. These may include role plays/simulations, handouts, practical experiences/projects or research for students to undertake.

The course is structured to ensure that participants develop skills and knowledge which relate to and may be transferred to real life work situations. Implementation includes projects which simulate the work environment and which allow participants to apply their training in groups and individually. Training is often undertaken in group situations and can also be facilitated on a one-on-one basis with individual participants.

Students are able to apply their learning to employment contexts through work experience projects. A strong feature of these courses is input from industry-experienced functional managers and trainers.

Students are provided with notes for each unit of study, which include the materials used in the training sessions, assessment materials (other than tests) and any other reference materials.

Students are expected have a personal computer in order to undertake relevant training and assessment tasks.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

8. COURSE COMPETENCIES

Australia has a system of national standardisation of training for many industry areas including Leadership and Management. This system is implemented through the use of training packages (groups of courses) and individual units of competency. Students are able to gain automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



All competencies studied in this course are nationally recognised competencies from the National Training Packages. Graduates will be issued with a statement of competencies achieved as part of their studies. Individual nationally recognised competencies related to this course are listed below.

9. COURSE STRUCTURE

Core and sample elective subjects for the Diploma course are listed below. Students are required to complete 12 units (4 core and 8 Elective) to achieve the Diploma qualification. The Core units and sample electives are listed below. Actual elective units may vary depending on the training centre and student cohort.

Units of Competency	Code	Unit Title
Core	BSBLDR511	Develop and use emotional intelligence
	BSBMGT517	Manage operational plan
	BSBLDR502	Lead and manage effective workplace relationships
	BSBWOR502	Lead and manage team effectiveness
Electives	Group A	
	BSBFIM501	Manage budgets and financial plans
	BSBMGT502	Manage people performance
	BSBMGT516	Facilitate continuous improvement

	BSBPMG522	Undertake project work
	Group A or B	
	BSBCUS501	Manage quality customer service
	BSBCOM503	Develop processes for the management of breaches in compliance requirements
	BSBINM501	Manage an information or knowledge management system
	BSBMGT521	Plan, implement and review a quality assurance program
	BSBMKG507	Interpret market trends and developments
	BSBMGT519	Incorporate digital solutions into plans and practices
	BSBR501	Manage risk

Students are able to apply for Recognition of Prior Learning (RPL) for any units of the course for which they have appropriate prior experience.

Contact the college on info@unity.edu.au for more information.

10. ASSESSMENT OVERVIEW

Assessment in each module may include:

- attendance and participation
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary/log book completion as applicable
- on the job or simulated work assessment

Participants will receive all course materials required to undertake assessment and complete the qualification.

This qualification is predominately delivered to students who are mostly experienced workers. Students are able to include work experience as part of their course.

Competency-based assessment criteria apply to grading. The final Statement of Results will show the following results for each competency.

C Competent

NYC Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

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- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books and equipment
- Maintained a satisfactory level of conduct during his/her time at College

11. PATHWAYS

Students who complete this course will gain knowledge and skills which will be relevant to the study of the following courses available through Unity College Australia:

- BSB50215 Diploma of Business
- BSB50415 Diploma of Business Administration
- BSB60215 Advanced Diploma of Business
- A range of other Diploma, Advanced Diploma and degree level courses available at other institutions.
- Unity College Australia has articulation arrangements with Alphacrucis College and Southern Cross University. This gives students who successfully complete this course advanced standing into higher level courses.

12. COURSE DATES:

This course is available at various training locations around Australia (Canberra, Sydney and Gold Coast). Most centres have flexible start dates.

Canberra is the only centre approved for international students.

Please contact the college for more details: 02-61610050 or info@unity.edu.au.