



**BRIGHTEN**  
INSTITUTE AUSTRALIA

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Level 5, 12 O'Connell St, Sydney NSW 2000

RTO: 41148 | ABN: 73 603 367 095

**BSB50420**

## **Diploma of Leadership and Management**



### **Course Duration**

1 - 2 years depending on the study mode selected.

### **Mode of Delivery**

You can choose to complete your qualification online, structure classroom sessions, virtual or blended delivery.

### **Possible Job Outcomes:**

- **Business Manager**
- **Branch Manager**
- **Team Leader**
- **Business Owner**
- **Project Manager**

## Entry Requirements

There are no entry requirements for the qualification, however, you must have:

- A USI (Unique Student Identifier) number
- A valid and current email address
- A completed LLN assessment (Language, Literacy & Numeracy test)
- Have access to a reliable PC, laptop or tablet computer
- Access to a reliable internet connection and word processing software such as Microsoft Office suite

## Learning Outcomes

This course can help individuals advance their careers in management and become effective business leaders.

It equips managers with the skills to increase their efficiency in a range of industries, develop techniques to get the most from their team and explore operational plans and project management and focus on workplace communication.

For further details and/or information such as eligibility for discounts and subsidised course fees, support, Recognition of Prior Learning (RPL) and more, please contact us at (02) 9223 1868 to receive support.

***Enrol Today!***

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## Course Description

This qualification enables individuals to provide guidance, instruction, direction and leadership to a group of individuals for the purpose of achieving key results or a group of aligned results in a business environment. They display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others to ensure their team has the right support to meet the targets and goals.

This course is comprised of 6 core and 6 elective units which must be completed to meet the Training Package requirements.

### Core Units

<b>BSBCMM511</b>	Communicate with influence
<b>BSBCRT511</b>	Develop critical thinking in others
<b>BSBLDR523</b>	Lead and manage effective workplace relationships
<b>BSBOPS502</b>	Manage business operational plans
<b>BSBPEF502</b>	Develop and use emotional intelligence
<b>BSBTWK502</b>	Manage team effectiveness

### Elective Units

<b>BSBTWK503</b>	Manage meetings
<b>BSBOPS501</b>	Manage business resources
<b>BSBFIN501</b>	Manage budgets and financial plans
<b>BSBSTR502</b>	Facilitate continuous improvement
<b>BSBXCM501</b>	Lead communication in the workplace
<b>BSBSUS511</b>	Develop workplace policies and procedures for sustainability

## Certification/Completion

Students who successfully complete all 12 units of competency will be issued with BSB50420 Diploma of Leadership and Management. Students who successfully complete some units of competency will be issued with a Statement of Attainment for the unit(s) in which they have been deemed competent. Successful completion of this course may gain you recognition towards an Advanced Diploma and/or Degree in Business.