

LEADERSHIP AND MANAGEMENT PROGRAMS

Upon completion of a Leadership and Management course, you will have the ability to manage demanding targets, resolve conflicts and lead teams effectively. All of these qualities will ensure that you are an attractive resource to companies facing organisational issues. Leadership programs impart transferable skills that help you excel in any field or career.

Although leaders and managers often have different skill sets, it's ideal to have a skill set that allows you to excel both as a leader and a manager. Managers often need to think innovatively and come up with unconventional strategies, in addition to their regular duties. They should also be able to inspire confidence in their staff to become effective leaders.



APPLY NOW



CBD Campus

Modern facilities, computer labs, student lounges.



Nationality Mix

70 + Nationalities. Data from Feb 2023.



Capacity

1529 Students.



Bachelor Pathway

Articulation available at **Melbourne Polytechnic** and **Danford Higher Education** Bachelor Degrees



Student Support

Student lounge, student activities, In-house counsellor.

DIPLOMA OF LEADERSHIP AND MANAGEMENT

Code: BSB50420
Cricos Code: 104197F
Course Duration: 52 weeks
Holidays: 12 weeks
Total Hours: 800 hours
Material Fees: N/A
Digital Access Fees: \$100*
Course Fee: \$8,000

What your future could look like

- Transport Manager
- Distribution Centre Manager,
- Information Services Manager
- Manager
- Corporate Services Manager
- Public Sector Manager
- Senior Manager (Public Sector)
- Office Manager

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

Code: BSB60420
Cricos Code: 104961H
Course Duration: 52 weeks
Holidays: 12 weeks
Total Hours: 800 hours
Material Fees: N/A
Digital Access Fees: \$100*
Course Fee: \$9,500

What your future could look like

- Managing Director
- Manager
- Department Manager
- Chief Executive Officer
- Quarry Business Manager
- Area Manager
- Business Analyst
- Business Development Director

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 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.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

CORE UNITS

| | |
|------------------|---|
| 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 |

ELECTIVE UNITS

| | |
|------------------|--|
| BSBOPS503 | Develop administrative systems |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |
| BSBLDR522 | Manage people performance |
| BSBOPS505 | Manage organisational customer service |
| BSBWH521 | Ensure a safe workplace for a work area |
| BSBST502 | Facilitate continuous improvement |

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Licensing/Regulatory Information: No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements: Entry to this qualification is limited to those who: Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). or Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

CORE UNITS

| | |
|------------------|---|
| BSBCRT611 | Apply critical thinking for complex problem solving |
| BSBLDR601 | Lead and manage organisational change |
| BSBLDR602 | Provide leadership across the organisation |
| BSBOPS601 | Develop and implement business plans |
| BSBST601 | Manage innovation and continuous improvement |

ELECTIVE UNITS

| | |
|------------------|--|
| BSBCMM511 | Communicate with influence |
| BSBPMG637 | Engage in collaborative alliances |
| BSBPMG633 | Provide leadership for the program |
| BSBHRM614 | Contribute to strategic workforce planning |
| BSBST602 | Develop organisational strategies |



Jobs

Graduates of this course are most often employed as:

12.5% Clerical and Administrative Workers

Industries

Graduates of this course are most often employed in:

11.4% Health Care and Social Assistance
8.5% Public Administration and Safety

Reference source: www.myskills.gov.au/courses

For information about entry requirements visit our website at www.danford.edu.au *Digital Access refers to your learning resources and assessments via our learning management system.