



HVTC

skills change lives



BSB51918 Diploma Leadership and Management

 **HVTC** skills change lives

Tweed, Northern Rivers, North Coast, North West, Mid Coast, Hunter, Hunter-V-Tec, Sydney, Illawarra, Southern Tablelands, Shoalhaven, South Coast

RTO NO: 90179

Call us today
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hvtc.com.au

COURSE BROCHURE

BSB51918 - Diploma in Leadership and Management

❖ *Facilitated Online Learning*

The Diploma of Leadership and Management explores in greater depth the insight and skills vital to becoming a compelling manager. This course will instil in you the expertise required to take on outstanding management skills and practical techniques. The knowledge gained will help you lead and guide your colleagues, solve problems, and manage projects in any industry.

The Diploma of Leadership and Management allows you to take charge of your career. You will learn how to effectively manage others to perform at their finest while focusing on the growth of the business.

Potential job opportunities include:

- Business Manager
- Department Manager
- Operations/Facilities Manager
- Store Manager
- Retail Manager
- Branch Manager

Course subjects

Please refer to the provided qualification descriptor .

Course duration

- Full time traineeship varies between 18 and 24 months
- Part time traineeship varies between 27 and 36 months

Requirements:

❖ *Minimum education*

There are no prerequisite units required for this qualification. It is, however, expected that participants have English language, literacy, and numeracy skills equivalent to at least Year 11 level OR have relevant industry experience OR a relevant qualification. Basic to intermediate computer skills are also required for entry into this qualification.

❖ *Minimum age*

Minimum age of 16 years. If you are under 18 your application must be signed by a parent or guardian.

❖ *Computer requirements*

Learners will need access to a computer and the internet and have basic computing skills. Minimum computer specifications are:

All users:

- Broadband Internet Connection
- Adobe Reader XI or equivalent
- You will also need access to a phone, printer, photocopier and scanner
- Adobe Flash Player 11 or higher

❖ *Audio-visual requirements*

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet.

❖ *English language requirements*

This course requires you to read comprehensive learner workbooks, undertake a range of written assessments and engage in online discussion forums. Also, the delivery mode relies on the use of written communication.

As such, entry to the course requires English proficiency equivalent to Australian Year 10 level or 1 years of work experience in a role that requires the use of written documentation and communication.

Study materials

Once you are enrolled in this course, you will receive access to the first set of units for the course. When you have successfully completed those units, you'll be given access to the next units when you require them. Remember this is completed at your own pace.

Pathways

Graduates of the Diploma of Leadership and Management may wish to pursue:

- BSB61015 Advanced Diploma of Leadership and Management
- Other relevant Diploma qualifications
- University studies

Delivery Styles

E-Learning

Self-paced study completed from home or at the office. Students learn online via an online learning platform. E learning includes numerous types of media that deliver text, audio, images, animation, interaction content and streaming video through web-based learning.

What's included?

Our course includes detailed learning materials, assessments, certification upon successful completion and ongoing trainer support throughout the program.

Recognition of Prior Learning (RPL)

RPL is available for each unit of competency based on relevant workplace experience, formal training and/or other expertise. To apply for RPL please discuss with our student support team or your trainer/assessor. For RPL you will be required to submit a portfolio of evidence within 12 months of the enrolment date.

Course fees

Contact HVTC for qualification pricing, payment options and eligibility for Smart and Skilled funding.