

BSB50420 Diploma of Leadership and Management and Diploma of Leadership and Management (Health Services/Practice Management)

The Cairnmillar Institute (Cairnmillar) is a Registered Training Organisation (RTO) and provides Nationally Recognised Training (NRT). This means you can be assured that our training will provide you with a qualification that is recognised and respected across Australia.

Course Information

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.

What this course offers you:

- Tailored assessments to suit your career goals or current workplace challenges.
- Pay the same as Government funded programs.
- Self-paced learning and evening lecturers allowing you to master in-demand career skills without having to leave your day job.
- Direct pathway to undergraduate study.
- Designed by industry experts and taught by experienced practitioners.
- Benefit from small class sizes, which promote in depth discussions and allow students to fully explore the subject areas.
- A supportive environment with a dedicated Lecturer Support Tutor.
- High-quality teaching and learning experience.

Units of competency

Term 1	Term 2	Term 3	Term 4
BSBCMM511 Communicate with influence	BSBOPS502 Manage business operational plans	BSBPEF502 Develop and use emotional intelligence	BSBSTR501 Establish innovative work environments
BSBCRT511 Develop critical thinking in others	BSBOPS501 Manage business resources	BSBTWK502 Manage team effectiveness	BSBHRM522 Manage employee and industrial relations
BSBLDR523 Lead and manage effective workplace relationships	BSBOPS504 Manage business risk	BSBTWK501 Lead diversity and inclusion	BSBSTR503 Develop organisational policy

BSBCMM511 - Communicate with influence

This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.

The unit applies to individuals who are managers and leaders required to identify, analyse, synthesise and act on information from a range of sources, and who deal with unpredictable problems as part of their job role. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

BSBOPS502 - Manage business operational plans

This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability.

The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.

BSBPEF502 - Develop and use emotional intelligence

This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace.

The unit applies to individuals who are required to identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems as part of their job role. These individuals may be responsible for leading a team or work area.

BSBTWK502 - Manage team effectiveness

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

The unit applies to individuals working at a managerial level who lead and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement. It will also involve using a range of problem solving and decision-making strategies.

BSBCRT511 - Develop critical thinking in others

This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.

The unit applies to individuals who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles. This unit applies to individuals who are typically responsible for leading teams.

BSBTWK501 - Lead diversity and inclusion

This unit describes the skills and knowledge required to lead diversity for a work area. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.

The unit applies to individuals who direct the work of others in teams of variable sizes. They may work with staff from different cultures, races, religions, generations, or other forms of difference in any industry context.

BSBOPS504 - Manage business risk

This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

BSBHRM522 - Manage employee and industrial relations

This unit describes the skills and knowledge required to manage employee relations (ER) and industrial relations (IR) matters in an organisation. It involves developing and implementing ER and IR policies and plans and managing conflict resolution negotiations.

The unit applies to those who are authorised to oversee IR and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and IR as well as current knowledge of ER and IR trends and legislation.

BSBLDR523 - Lead and manage effective workplace relationships

This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

The unit applies to individuals in leadership or management positions who have a prominent role in establishing and managing processes and procedures to support workplace relationships. These individuals apply the values, goals and cultural diversity policies of the organisation. They use complex and diverse methods and procedures as well as a range of problem solving and decision making strategies, which require the exercise of considerable discretion and judgement.

BSBST503 - Develop organisational policy

This unit describes the skills and knowledge required to develop and review policy in an organisation. It covers anticipating and confirming the need for policy development or review; planning the policy development process; gathering and analysing information; determining policy direction; and drafting, releasing and promoting policy.

The unit applies to managers who draft and review policy that is formulated to facilitate the implementation of decisions made by senior executives, business owners and boards of management or similar.

BSBST501 - Establish innovative work environments

This unit describes the skills and knowledge required to create an environment that enables and supports practice which focuses on a holistic approach to the integration of innovation across all areas of work practice.

The unit applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals.

BSBOPS501 - Manage business resources

This unit describes the skills and knowledge required to manage resources according to planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage.

The unit applies to individuals with a role in allocating and monitoring the use of physical and/or human resources to meet defined business objectives.

Delivery

Students can enter the course at the beginning of each term – February, April, July and September. The course takes 12 months to complete in total and meets the requirements of a part-time program.

Students undertake the course through self-paced online learning across 10-week block periods. Each week includes one 90-minute live interactive session. **This session is scheduled every Thursday from 4.30pm until 6pm** and can be attended online or face-to-face at our Hawthorn East Campus, 391-393 Tooronga Road.

2024 Academic Calendar

Term	Weeks	Dates
1	10	5 th February – 14 ^h April 2024
Break	1	15 th April – 21 th April 2024
2	10	22 th April – 30 th June 2024
Break	2	1 st July – 14 th July 2024
3	10	15 th July – 22 nd September 2024
Break	1	23 rd September – 29 th September 2024
4	10	30 th September – 8 th December 2024

Class Schedule

Term 1	Class Dates	Term 2	Class
Class 1	8 th February 2024	Class 1	25 th April 2024 – No class.
Class 2	15 th February 2024	Class 2	2 nd May 2024
Class 3	22 nd February 2024	Class 3	9 th May 2024
Class 4	29 th February 2024	Class 4	16 th May 2024
Class 5	7 th March 2024	Class 5	23 rd May 2024
Class 6	14 th March 2024	Class 6	30 th May 2024
Class 7	21 st March 2024	Class 7	6 th June 2024
Class 8	28 th March 2024	Class 8	13 th June 2024
Class 9	4 th April 2024	Class 9	20 th June 2024
Class 10	11 th April 2024	Class 10	27 th June 2024

Term 3	Class Dates	Term 4	Class
Class 1	18 th July 2024	Class 1	3 rd October 2024
Class 2	25 th July 2024	Class 2	10 th October 2024
Class 3	1 st August 2024	Class 3	17 th October 2024
Class 4	8 th August 2024	Class 4	24 th October 2024
Class 5	15 th August 2024	Class 5	31 st October 2024
Class 6	22 nd August 2024	Class 6	7 th November 2024
Class 7	29 th August 2024	Class 7	14 th November 2024
Class 8	5 th September 2024	Class 8	21 st November 2024
Class 9	12 th September 2024	Class 9	28 th November 2024
Class 10	19 th September 2024	Class 10	5 th December 2024

If you are granted extensions, special consideration, or additional reassessments then the course can take longer to complete.

Entry Requirements

Entrants will normally be 18 years of age or older, with a minimum education level of 10 or Certificate III, have work experience and have access to a workplace. Applicants must be proficient in English and be technologically literate, with sound ability using computers and online tools, as well as access to a laptop or home computer for research tasks.

Those applying who do not have a degree, may enter into a process in which they may be granted entry in recognition of previous experience where an equivalence of earlier learning or knowledge and skills gained through work or life experience, which can be assessed. Entrants will however be required to complete a language and numeracy test prior to commencement of the course. It is also recommended that all learners have confidence using computers and online tools, as well as access to a laptop or home computer for research tasks.

When you apply to enrol, you must complete the [online enrolment form](#), and supply the following documents with your online application:

- Evidence of highest qualification (e.g. academic transcript or ATAR documentation)
- A short written statement (500 words) about why you want to study this course
- Evidence of identity and citizenship status (e.g. passport)

The course or program leader can vary these entry standards where they have evidence that the student has equivalent learning and comprehension skills sufficient for the course. If you are unsure about your suitability or eligibility for this program, please contact pd@cairnmillar.edu.au to discuss your specific situation in more detail.

Assessments

Each unit of competency has an assessment workbook to help you complete all of the required tasks and evidence for the unit. You may be required to complete workplace observations, in class activities, in class tests, or other scheduled activity which will be detailed in your unit workbooks. Your teacher will talk through these activities with you on the first day of each term.

You have until the end of your enrolment period to finish and submit all of your workbooks for that term, but many activities are completed in class or at suggested times to help keep you on track with your learning.

Information about extensions, special considerations and alternative assessments can be found in your [VET Student Handbook](#).

Contacts and Teachers

- Program Coordinator and Lead Teacher: To be confirmed.
- Lecturer Support Tutor: To be confirmed.
- Administration and Enrolment: Lana Winzar

All enrolment enquiries should be directed to pd@cairnmillar.org.au.

Contact details for our Trainers and Lecturer Support Tutor will be provided upon enrolment.

Resources

You will be provided with the following materials as part of your course:

- Learning Management System (Cairnmillar eLearn) access for course materials, videos, and additional resources.
- Unit workbooks - Always have your workbooks available during the weekly interactive sessions.

Important Links

Learning Management System (Cairnmillar eLearn): <https://cairnmillar.e-learnme.com.au/>
VET Student Handbook: [Course Handbook](#)

Tuition Fees

Tuition fees are paid on a term-by-term basis.

Teaching Period	Course Fees	Payment Due Date	Withdrawal Date
Term 1	\$2,125	21 January 2024	8 February 2024
Term 2	\$2,125	7 April 2024	25 April 2024
Term 3	\$2,125	30 June 2024	18 July 2024
Term 4	\$2,125	15 September 2024	3 October 2024
Total:	\$8,500		

Withdrawals

Students need to withdraw by the first withdrawal date in order to pay no fees for this course, if you withdraw after the first withdrawal date only units for future terms will be refunded and removed from your record.

Please refer to the VET Student [Course Handbook](#) for more information on Tuition Fee Payments and Course Withdrawals.

Re-assessment Fees

You will normally be eligible for at least two attempts at any assessment in this course. Reattempts will normally be submitted during the feedback and assessment week at the end of the enrolment term.

If you need further attempts, then a re-assessment fee of \$100 per assessment workbook may apply unless Special Consideration is approved for the re-attempt.

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