


Vocational Training Institute

Course Brochure – BSB51918 Diploma of Leadership and Management

This brochure provides all the information you need to know about enrolling in BSB51918 - Diploma of Leadership and Management.

Course Details	
Provider Name	Vocational Training Institute (VTI)
RTO Code	41111
CRICOS Code	03487C
Course Code And Name	BSB51918 Diploma of Leadership and Management
CRICOS Course Code	098853M
Location/s Of Course	Level 3, 190 Queen Street Melbourne 3000 Victoria Level 2, 116 Bathurst Street Hobart 7000 Tasmania
Delivery Mode	Face to face
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays
Study Load	20 hours per week



VTI reserves the right to discontinue or alter any course date, fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with VTI's Refund Policy available at VTI website <https://www.vocationalinstitute.com.au>.

Disclaimer: This is a superseded qualification; students may require to transition in to the next version.

Course Overview

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

The latest release of the qualification and packaging rules can be found at the following link: <https://training.gov.au/Training/Details/BSB51918>

Who should apply for this course and why?

This course is designed for international students who are:

- Seeking to pursue a career in business, leadership and management role
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are Office Manager, Operation Manager and Business Manager etc. Further education pathways from this Qualification may lead to Advanced Diploma of Leadership and Management or any other related Advanced Diploma courses.

Course Structure

Four (4) core units and eight (8) elective units are required for the award of the BSB51918 Diploma of Leadership and Management. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

The following units are included in this course and all are required to be successfully completed for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

S No.	Code	Title	Core/ Elective
1.	BSBLDR511	Develop and use emotional intelligence	Core
2.	BSBMGT517	Manage operational plan	Core
3.	BSBLDR502	Lead and manage effective workplace relationships	Core
4.	BSBWOR502	Lead and manage team effectiveness	Core
5.	BSBWOR501	Manage personal work priorities and professional development	Elective
6.	BSBWHS521	Ensure a safe workplace for a work area	Elective
7.	BSBADM506	Manage business document design and development	Elective
8.	BSBMGT516	Facilitate continuous improvement	Elective
9.	BSBCUS501	Manage quality customer service	Elective
10.	BSBHRM506	Manage recruitment, selection and induction processes	Elective
11.	BSBDIV501	Manage diversity in the workplace	Elective
12.	BSBRISK501	Manage risk	Elective

Training and Assessment Information

Delivery is conducted in the classroom and includes face to face teaching, lectures, discussions, research, learning activities, group work and simulation role plays.

You are required to attend classes for 20 hours per week for 44 study weeks (4 terms of 11 weeks each and 8 weeks of holidays).

In addition to classroom based learning, you will also need to complete 5 hours of additional unsupervised study per week including general reading and research required for assessments.

You will also need to complete assessments for this course which may include but not limited to:

- Written questions
- Projects, which may include case studies
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks and advise the task/unit submission date. In some cases, you will also be required to complete an assessment within a set time limit (particularly in the case of written question tasks).

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide, PPT etc., relevant to each unit in your course.

Course Progress and Attendance

Satisfactory course progress and attendance is very important in order to meet the course requirements. The students must maintain minimum of 80 per cent attendance in each term of the scheduled timetable. You will also be provided with further information about course progress and attendance requirements on orientation day. For more information, please visit VTI's website <https://www.vocationalinstitute.com.au/>

Student Support Services

VTI offers the following in relation to support and welfare services to students but not limited to:

- One-to-one support from the trainer/assessor
- Support with personal issues
- Access to additional learning resources
- Reasonable adjustment in assessment
- Social events
- Information about external sources of support

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy. VTI will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

All the students commencing this course are required to complete VTI's LLN test on the orientation day to assist VTI to identify student's needs for additional support during their study with VTI.

Course Delivery and Assessment Methods

This program is delivered in the classroom/simulation environment. VTI uses a range of techniques during face-to-face delivery including trainer presentations and demonstrations, individual tasks, case studies, research, role plays, practical demonstrations, and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students will complete tasks to appropriate workplace standards.

Delivery methodologies employ terminology, equipment, resources, materials, contexts, practices, and activities associated with the workplace role.

Facilities and Equipment

Training rooms including desks, chairs, whiteboard and overhead projector etc.

Computers/laptops with Microsoft Office package and access to the Internet.

Training Materials

VTI has a complete set of licenced training materials from RTO works specifically their Business work range which includes user guide, student guides, Trainer guide, templates, PPT's etc. for each unit that has been developed to meet the needs of the course.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees, as well as the duration of the course. VTI will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment (if applicable).

For further details please refer to VTI website <https://www.vocationalinstitute.com.au/> or visit VTI campus.

What are the Entry Requirements?

There are no entry requirements specified in the training package. VTI requires following entry criteria to be met:

You must:

- Be at least 18 years of age
- Have completed the Year 12 or equivalent
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old with no band score less than 5 in each module).

English language competence can also be demonstrated through documented evidence of any of the following:

- IELTS score of 4.5 or equivalent with an ELICOS (minimum of 20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (minimum of 10 weeks) to be taken before the course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper-Intermediate level; **OR**
- an applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland; **OR**
- Educated for 5 years in an English speaking country (Australia, United Kingdom, the United States of America, Canada, New Zealand, South Africa or the Republic of Ireland); **OR**
- Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa; **OR**

- Successful completion of an Oxford English Placement Test (score 62-B2)

**Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.*

How much does it Cost?

The costs for this course are as follows:

Campus Location	Melbourne	Hobart
Tuition Fee	AUD \$11,000	AUD \$11,000
Material Fee	AUD \$500	AUD \$500
Enrolment Fee	AUD \$500	AUD \$500
Total Tuition Fee	AUD \$12,000	AUD \$12,000
Training Location/s	Level 3, 190 Queen Street Melbourne 3000	Level 2, 116 Bathurst Street Hobart 7000

Please contact VTI marketing team for current promotional prices at marketing@vocationalinstitute.com.au

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. We provide details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/>.

How Can I Apply?

To apply for this course, you are required to complete an International Student Application Form and submit copies of the following supporting documents must be included when you submit your application including the English translation of documents (where applicable). Applications that are submitted without necessary supporting documents will be delayed in processing.

- Passport copy
- Academic Transcripts and Qualifications
- Copy of Australian visa and CoE (if applicable)
- Proof of English language proficiency

Where to from here?

After receiving the above mentioned documents. If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to ensure that you are happy with VTI's all terms and conditions. If you are, then simply sign the Offer Letter and Student Agreement and make the initial deposit and send it back to us for the issuance of Overseas Student Confirmation of Enrolment (CoE).

VTI will notify you about the orientation and induction date and time. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress and attendance requirements, payment plan, course outline etc.

Please note: VTI will not enrol any student, which conflict with the obligation under Standard 7 “Overseas Student Transfers” of National Code 2018.

Please visit VTI website for third party (Education agent) recruitment -
<https://www.vocationalinstitute.com.au/>

For direct admissions, please contact VTI directly on below mentioned details

Vocational Training Institute

Melbourne Campus

Level 3, 190 Queen Street, Melbourne VIC 3000

Ph: +613 9017 7817

marketing@vocationalinstitute.com.au <https://www.vocationalinstitute.com.au/>

Hobart Campus

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