



Apex Institute of Education

RTO No: 91606 CRICOS Provider No: 03156M

Sydney CBD Campus: Levels 2&3 22-26 Goulburn Street Sydney NSW 2000 Australia

Parramatta Campus: 2 Sorrell Street, Parramatta NSW 2150 Australia

Phone: +61 2 8007 6261 (Sydney) +61 2 8007 6262 (Parramatta) Fax: +61 2 8007 6260

Email : enrolments@apexaustralia.edu.au; Web: www.apexaustralia.edu.au



Diploma of Leadership and Management

National Course Code BSB51915 CRICOS Course Code 088174F

COURSE PROFILE

Duration:	52 weeks (40 Weeks Tuition + 12 weeks holidays)
Qualification:	Diploma (AQF)
Training Package:	BSB Business Services Training Package
Delivery Mode:	Full time (20 hours per week) blended (face-to-face and online)
Tuition Fee:	AUD \$11,500
Enrolment Fee:	AUD \$500 (non-refundable)
Materials Fee:	AUD \$300 (covers the cost of workbooks and assessment materials)
	Information on other fees and charges is available on our website

Course Structure:

TERM	Units of Competency	Duration (weeks)
1	BSBLDR501 Develop and use emotional intelligence	3
	BSBLDR502 Lead and manage effective workplace relationships	2
	BSBMGT517 Manage operational plan	5
2	BSBWHS501 Ensure a safe workplace	3
	BSBCUS501 Manage quality customer service	2
	BSBFIM501 Manage budgets and financial plans	5
3	BSBPMG522 Undertake project work	5
	BSBMGT502 Manage people performance	3
	BSBHRM405 Support the recruitment, selection and induction of staff	2
4	BSBWOR501 Manage personal work priorities and professional development	3
	BSBRSK501 Manage risk	2
	BSBWOR502 Lead and manage team effectiveness	5

The **12 units of competency** are delivered throughout the **40 weeks** of tuition. All the above listed units competency must be completed to receive the Diploma of Leadership and Management qualification.



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Course Description	This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.
Entry Requirements	The course will be available for those students who are 18 years or older and have completed Year 12. International Students are required to have an English ability at the IELTS 5.5 or equivalent.
Vocational Outcomes	Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is manager.
Target Group	Local and international students who require skills in management as well as those with substantial experience in business/management industry gained through employment but who lack a formal management qualification.
Course Completion	Students obtaining a 'competent' result for all listed competencies will achieve a Diploma of Leadership and Management. A Record of Results will be issued to students who compete less than required units.
Protection of fees paid fees	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
Trainers and Assessors	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
Assessments	Summative assessments are conducted during and on completion of training for each unit to determine if the learner is competent. Summative assessments at the end of each unit will be conducted using a project assignments and written tests. Assessment methods may include: Assignment, Questioning, Case Study, Third Party Report, Self-assessment, In Class Activities, Observation, Role Play and RPL
Articulation	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma the students may continue their studies further by enrolling in relevant Advanced Diploma courses.
RPL and Exemptions	AIE must recognise the AQF qualifications and statements of attainment issued by any other RTO. RPL and Credit Transfer are available for students to access prior to enrolment. More information is available in our student handbook
Training and other Facilities	AIE trains and assesses its students from its Sydney and Parramatta campuses that are fully equipped with facilities including classrooms, computer lab, wireless internet, overhead projectors, books borrowing facility, and a student sitting and recreation area.

For further information, please visit our website:

www.apexaustralia.edu.au