



## DIPLOMA OF LEADERSHIP AND MANAGEMENT

### COURSE BROCHURE

#### National Course Code: BSB50420

This brochure provides the information you need to know about enrolling in the BSB50420 Diploma of Leadership and Management. Please read this course brochure in conjunction with the Student Handbook and information available on the college [www.cmi.vic.edu.au](http://www.cmi.vic.edu.au)

#### COURSE DETAILS

Provider Name	<b>Malvern Institute Pty Ltd trading as Central Melbourne Institute</b>
RTO Code	40669
CRICOS Provider Code	03351G
CRICOS Course Code	104247A
National Course Code	BSB50420
Location of Course	Level 6 460 Bourke Street MELBOURNE VIC 3000 AUSTRALIA
Delivery Mode	This program is delivered face to face in the classroom and applicable simulated workplace environment.
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study Load	20 hours of face-to-face training and assessment per week plus approximately 5 hours of unsupervised self-study per week.






## 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 may plan, design, apply and evaluate solutions to unpredictable problems, and 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/BSB50420>




## WHO SHOULD APPLY FOR THIS COURSE AND WHY?

*This course is targeted at international students who are:*

-  Seeking a career in leadership and management.
-  Seeking to enter a new industry sector.
-  Wanting to lead and develop diverse workforces.
-  Planning and developing organisational policy.
-  Seeking a pathway to higher level qualifications.

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of leadership and management roles in a range of industry areas. Further education pathways may include the BSB60420 Advanced Diploma of Leadership and Management or a range of Advanced Diploma qualifications, as well as higher education qualifications in leadership and management.

Kindly note that Central Melbourne Institute **does not**:

-  Guarantee any job or employment outcomes.
-  Guarantee a successful education assessment outcome for the student or intending student.
-  Claim to commit to secure for, or on the student or intending student's behalf, a migration outcome from undertaking any course offered by CMI.

## WHAT CAN I EXPECT?

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






CODE	TITLE	CORE/ELECTIVE
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBTWK503	Manage meetings	<b>Elective</b>
BSBPMG535	Manage project information and communication	<b>Elective</b>
BSBOPS504	Manage business risk	<b>Elective</b>
BSBSUS511	Develop workplace policies and procedures for sustainability	<b>Elective</b>
BSBWHS521	Ensure a safe workplace for a work area	<b>Elective</b>
BSBPMG534	Manage project human resources	<b>Elective</b>

## TRAINING AND ASSESSMENT INFORMATION

This course is delivered face-to-face in a classroom-based setting. The timetable for this course will be advised in your Offer Letter and Student Agreement. You are required to attend classes for 20 hours per week for 44 study weeks (4 terms of 11 weeks each). Holiday breaks are a total of 8 weeks and will be indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace. In addition to classroom-based learning, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments. You will also need to complete assessments for this course which may include:

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-  Written questions
-  Projects
-  Presentations
-  Reports
-  Role plays/Observations







At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed. Your classes will be conducted in a combination of simulated workplace and 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.

## COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Students are required to maintain an 80% attendance rate. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

## STUDENT SUPPORT

*We offer the following in relation to support and welfare:*

-  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.

We 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.

## RESOURCE REQUIREMENTS

*You are required to bring your own laptop with Office 365 (or similar program) to all theory classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.*

### PC

Minimum requirements	
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.

Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

### **MacOS**

#### **Minimum requirements**

Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.
Software (Office 365)	Cost: \$129 annually (approx.)

### **COURSE CREDIT**

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [www.cmi.vic.edu.au](http://www.cmi.vic.edu.au)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration because of the credit. You will also be issued with a new Confirmation of Enrolment. For any questions about course credit, contact us at the details shown below.

## WHAT ARE THE ENTRY REQUIREMENTS?

- ✚ Must be at least 18 years of age and have completed the equivalent of Year 12.
- ✚ Participate in a course entry interview/pre-training review to determine suitability for the course and student needs.
- ✚ Have an IELTS\* score of 6.0 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - Educated for 5 years in an English-speaking country; or
  - Within two years of their application date, you have successfully completed in Australia a foundation course or a Senior Secondary Certificate of Education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

*\*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 6.0.*

## HOW MUCH DOES IT COST?

<b>Course Fees</b>	Tuition Fee: \$5,800 Non – Tuition Fee: \$300 Total Course Cost: \$6,100
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*Course fees do not include laptops, or software – see information above.*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and 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. Central Melbourne Institute provides 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.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs>

## HOW CAN I APPLY?

To apply for this course, you are required to complete an application for enrolment form and submit all required supporting evidence including:

- ✚ Copies of your BSB qualification Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), OR
- ✚ Evidence of two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise (please note that this evidence will be discussed in more detail at your course entry interview).
- ✚ Proof of English language proficiency as specified in the entry requirements.
- ✚ Copy of your identity document such as passport.

## WHERE TO FROM HERE?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all the terms and conditions.

If you are, then simply sign the document and send it back to us. Once we receive this, we will issue you with a Confirmation of Enrolment (COE) letter and an invoice for the first payment. The first day of each course will include orientation and induction.

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 requirements. This course brochure should be read in conjunction with Central Melbourne Institute's Student Handbook. This can be found online at [www.cmi.vic.edu.au](http://www.cmi.vic.edu.au)



*The 'Estimated tuition fee' is provided as a **guide only** and accurate at the time of printing, based on typical enrolment of students completing this course within the same year. The cost will vary depending on the units you choose, your study load, the length of your course and any approved Recognition of Prior Learning.*