



RTO NO : 45620
CRICOS NO : 03857D

Course Outline

BSBCMM511	Communicate with Influence
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBLDR522	Manage People Performance
BSBLDR523	Lead and Manage Effective Workplace Relationships
BSBOPS502	Manage Business Operational Plans
BSBOPS504	Manage Business Risk
BSBPEF501	Manage Personal and Professional Development
BSBPFE502	Develop and use Emotional Intelligence
BSBSUS511	Develop Workplace Policies and Procedures for Sustainability
BSBTWK502	Manage Team Effectiveness
BSBTWK503	Manage Meetings

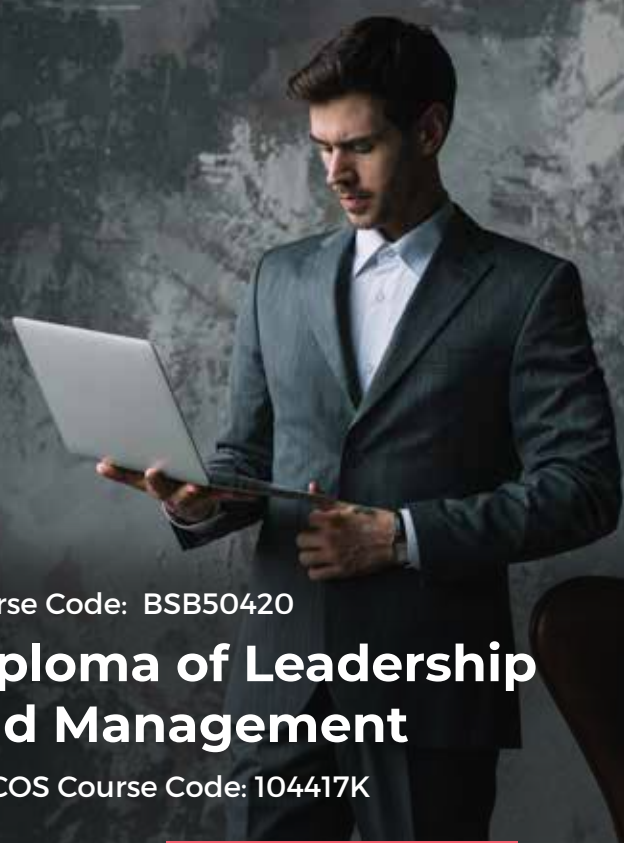
Pre requisites	NA
Duration	52 weeks – 48 weeks study and 4 weeks holiday
Delivery mode	Blended combination of classroom/simulated. This includes face to face simulated/theory instruction, self-directed learning, and final assessment
Location	Theory training: <ul style="list-style-type: none"> • Level 6/90 King William St Adelaide SA 5000 Australia • Suite 1-6, 79 Paisley Street, Footscray, VIC 3011 • Level 1, 29 The Crescent Homebush NSW 2140

Qualification 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, and identify, analyse and synthesise information from a variety of sources.
 Licensing/Regulatory Information – No licensing, legislative or certification requirements apply to this qualification at the time of publication.



Course Code: BSB50420

Diploma of Leadership and Management

CRICOS Course Code: 104417K

Award

Certificate awarded. To be eligible for the award of the BSB51918 Diploma of Leadership and Management learners must successfully complete a total of 12 units listed in this document.

Credits may apply

OR

Statement of Attainment if partial completion only achieved. A Statement of Attainment will be issued for any unit of competency completed and deemed competent if the full qualification is not completed.

NOTE the student must have a verified USI and fees are paid in full before a testamur or SOA will be issued which could delay the issuance of the award.

All students with a verified USI and no outstanding fees must receive their award within 30 days of completion.

Assessment Method

Allocated timeframes and task requirements are reflected in the timetable. Learners are provided with instructions for each individual task. Instructions to the assessor are provided to guide the learner.

Before commencing assessment tasks, learners must complete learner's readiness for assessment workbook and submit to their assessor as readiness for assessment. Should the student feel they are not ready then the learner must raise this with the assessor and an intervention plan must be put in place to support the learner where ever necessary.

This course is delivered in class room and simulated environment. Student need to do kitchen Practicals, Class based study, role plays, presentations, Knowledge Questionnaire and Practical Assessments to complete the course.

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Employment Pathway

Course pathway stream

- Diploma, Business Manager, Human Resources Manager, Sales Team Manager Advanced Diplomas – individuals can exit these qualifications with skills to work in industry as senior managers.
- Advanced diploma, Executive Manager or Director, Manager, Human Resources (Strategy), Senior Executive.

Employment Pathway

- Clerical and Administrative Workers
- Professionals
- Managers

And any other related employing industries such as:

- Health Care and Social Assistance
- Education and Training
- Public Administration and Safety

Source: <https://www.myskills.gov.au/courses/details?Code=BSB51918>

Employment Opportunities Include

The diversity of employers includes restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. This qualification allows for multiskilling and for specialisation in accommodation services, cookery, food and beverage and gaming.

Entry Requirements

There are no formal entry requirements into the SIT40516 Certificate IV in Commercial Cookery, however participants must meet the following criteria to enter into the program:

Requirements

- IELTS band score of overall 5.5 (Academic or General) or equivalent in line with the Department of Education and department of Home Affairs (DHA) Regulations (For International Students) for specific countries.
- IELTS overall band score of 5 when packaged with at least 10 weeks' English Language Intensive Course for Overseas Students (ELICOS), or
- IELTS overall band score of 4.5 when packaged with at least 20 weeks' ELICOS
- Pearson Test of English Academic – Score 42
- Cambridge English: Advanced CAE from Cambridge ESOL Test Scores

- TOEFL Test of English as a Foreign Language paper-based test
- CELS (all skills) Upper intermediate (English for Academic purposes) certificate from recognised English language centre
- Senior secondary Certificate of Education completed in Australia
- Certificate IV or higher completed in Australia Tertiary studies in medium of English

Pre-requisites

NA

RPL / Credit Transfer

RPL and credit transfer applies for this course

Recognition of Prior Learning (RPL)

If recognition applies the student's overall duration will alter and a schedule of exemptions will be provided.

Credit Transfer

If a certificate or statement of results is produced and verified, a credit transfer process will be initiated by Clayton College in relation to the units as per the training plan.

If credits apply the overall duration will alter and a schedule of exemptions will be provided.

Prior to Commencement of Training

LLN Test

All students at induction must sit an LLN test (Foundation Skills Assessment Tool) to ensure the best academic support is provided to assist with each student's individualised plan prior to commencement of training

Students are tested for the 5 core skills at ACSF level 3. LLN testing appropriate to this course are "Test 1- Speaking, Test 2- Listening, Test 3-Reading, Test 4- Writing, Test 5-Numeracy". At this time students will meet other students, receive timetable, information about rules and regulations, meet some of their teacher/ trainer and introduced to the course/ program. Finalise any special arrangement for example pre requisite or entry requirements prior to the commencement of training.tt

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Material Includes

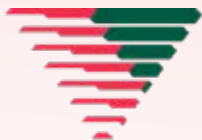
Clayton College policy will provide the following resources at no extra cost:

- PowerPoint and PowerPoint handouts
- Unit learner guide and workbook
- Readiness for assessment quiz
- Learning journal – Used to guide self-directed learning
- Handouts/Supplementary learning resources (if applicable)
- Student Program guide/Training plan
- Assessment materials

Materials incurring a cost include:

- Leadership and Management: Theory and Practice
- Management Strategies and Skills
- Supervision in the Hospitality Industry,
- Connect Master Certificate II to Diploma Of Hospitality
- Hospitality Management

Bring your own device – see policy outlined in the student handbook



NATIONALLY RECOGNISED
TRAINING

For more information, please contact us:

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Adelaide SA 5000 Australia
- 📍 Suite 1-6, 79 Paisley Street,
Footscray, VIC 3011
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