



BSB51915

**Diploma of Leadership and
Management**

Course outline

Course overview

The BSB51915 Diploma of Leadership and Management course will guide you through the process of developing the skills, knowledge and abilities needed to achieve your full potential as a leader/manager.

The Diploma of Leadership and Management consists of three subjects: Develop your capabilities, Lead People and Facilitate Change.

The first subject, Develop your capabilities, focuses on ensuring that you have the personal abilities you need to fulfil your true potential in your current and future roles. The second subject, Lead people, focuses on the skills and capabilities required to maximise the performance and productivity of those you work with. The final subject, Facilitate change, guides you through facilitating continuous improvement, creating an innovative work environment, and managing risk. The framework that will be used to complete these tasks is that of managing projects.

Learning outcomes

On successful completion of BSB51915 Diploma of Leadership and Management, students should be able to:

- identify methods to manage and build their personal resources and capabilities
- apply ways to maximise their productivity by managing the limited time to achieve their goals and objectives, and those of the area of the organisation they manage
- recognise how emotions impact on their ability to take full advantage of their capabilities
- act as a role model to their people and others, so that their achievements are duplicated
- demonstrate how to lead and manage people and teams
- adapt the lessons learned in managing their time and resources and apply this to their people and resources
- assist people to work well together and assist teams to achieve their full potential
- create work environments where people want to give their best and are committed to lifetime learning
- maximise the use of the limited resources in their area of the organisation
- create and manage plans, deal with risk and implement changes, while minimising resistance and adapting to actual results
- inspire innovation and ensure that results continuously improve
- use project management methodologies to ensure that the plans and results are well documented, monitored and reported.

Topics

Subject 1: Develop your capabilities

- Topic 1 Capability
- Topic 2 Leadership material
- Topic 3 Values-based leadership
- Topic 4 Planning for achievement
- Topic 5 Making good decisions
- Topic 6 The feedback loop
- Topic 7 Your personal effectiveness
- Topic 8 Tools and technologies
- Topic 9 Achieving balance
- Topic 10 Professional development
- Topic 11 Maintaining your competitive edge

Subject 2: Lead People

- Topic 1 Setting goals and objectives
- Topic 2 Work planning
- Topic 3 Working well together
- Topic 4 Creating an environment for performance
- Topic 5 Monitoring and measuring progress
- Topic 6 Providing feedback
- Topic 7 Involving others in the process
- Topic 8 Continuously improving performance
- Topic 9 Personal and professional development
- Topic 10 The learning organisation
- Topic 11 A culture of excellence

Subject 3: Facilitate Change

- Topic 1 Looking for opportunities for improvement
- Topic 2 Analysing the environment
- Topic 3 Evaluating and selecting improvement projects
- Topic 4 Generating ideas for improvement solutions
- Topic 5 Evaluation and selection of solutions
- Topic 6 Supporting innovation and improvement
- Topic 7 Communication
- Topic 8 Implementation plan
- Topic 9 Monitor, measure and adjust
- Topic 10 Improving the improvement process
- Topic 11 A culture of improvement and innovation

Units of competency

Course	Code	Title	Core or Elective	Subject 1	Subject 2	Subject 3	Type of Assessment	
BSB51915 Diploma of Leadership and Management	BSBMGT605	Provide leadership across the organisation	elective	Started	Continuing	Completed	Capability development plan	
	BSBWOR501	Manage personal work priorities and professional development	elective	Started and Completed			Capability development plan	
	BSBLDR501	Develop and use emotional intelligence	core				Started	Completed
	BSBMGT502	Manage people performance	elective	Started	Completed		Capability development plan	
	BSBLDR502	Lead and manage effective workplace relationships	core	Started	Completed		Capability development plan	
	BSBWOR502	Lead and manage team effectiveness	core	Started	Completed		Capability development plan	
	BSBLED501	Develop a workplace learning environment	elective	Started	Completed		Capability development plan	
	BSBMGT516	Facilitate continuous improvement	elective	Started	Continuing	Completed	Change management plan	
	BSBMGT517	Manage operational plan	core	Started	Continuing	Completed	Change management plan	
	BSBINN502	Build and sustain an innovative work environment	elective	Started			Completed	Change management plan
	BSBRISK501	Manage risk	elective				Started and completed	Change management plan
	BSBPMG522	Undertake project work	elective			Started and completed	Change management plan	

The above 12 units of competency are awarded for the successful completion of the BSB51915 Diploma of Leadership and management; 4 core and 8 electives.

Note: The assessment is listed by unit of competency above. The assessments within the course are combined covering multiple units of competency. Refer to ‘Assessment tasks’ for further information.

Course entry requirements

There are no entry requirements.

However, it is recommended that students are currently working in a team leader or manager position. Those who do not have any direct reports will be responsible for obtaining information from managers within their workplace, where required as part of the course. Those who are not in a leadership role should make full use of their coach throughout the course, and should also find their own mentor in their workplace.

Exemptions may be granted on the basis of previous study and/or experience.

Course duration

Students have 52 weeks to complete the learning and assessment requirements for the BSB51915 Diploma of Leadership and Management from their initial enrolment date.

Subjects in the course	Duration
DOLMS1 Develop your capabilities	12 weeks
DOLMS2 Lead people	12 weeks
DOLMS3 Facilitate change	12 weeks

This course has a textbook *Management: Theory and practice* by Kris Cole (6th edition) which is provided on enrolment.

An additional four weeks (4) per subject is available if required to resubmit an assignment.

Delivery mode

The course is delivered online.

Kaplan’s online learning portal, KapLearn, enables us to provide you with innovative, interactive learning resources and support. You can access KapLearn from anywhere at any time using a computer or mobile device that has internet access. Students are also provided with hard copy course notes for their reference.

KapLearn is the access point for course notes, supplementary learning material, practice activities and assessments. You will have access to the ‘Leadership and Management Community’ forum where you are able to meet your peers, share ideas and resources and post any questions you may have to the community.

Online coaching

As part of this course, you will have access to an online coach.

The online coach is an experienced professional who will assist and guide your learning. At key milestones throughout each subject, you will have the opportunity to submit your work and ask for help, share thoughts and decisions and receive feedback.

At week 3, 6, 9 of your studies you will have access to your online coach via phone or skype to discuss your submitted work. The personalised feedback session will be conducted for 30 minutes. In addition, you will have access to the Leadership and Management Community

Assessment tasks

The assessment tasks for this course are listed below. Units of competency are co-assessed by topic within course as follows. The units of competency are co-assessed as listed earlier in 'Units of competency'.

Course	Subject	Assessment	Assessment Detail
BSB51915 Diploma of Leadership and management	Develop your capabilities	Capability Development Plan – part 1	Short answer questions and activities
	Lead people	Capability Development Plan – part 2	Short answer questions and activities
	Facilitate change	Change Management Plan	Short answer questions and activities

Students may submit their assignment at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines.

Students who complete the course will receive a qualification certificate.

Exemptions

Students may be able to obtain an exemption for a Kaplan award subject based on their previous study and/or work experience. To do this they must submit evidence that demonstrates they have already met the requirements of the subject through these other means. Evidence can take many forms, such as information about approved study, information about work experience, certificates, transcripts or other credentials.

Kaplan's exemption policy and the request pro forma are available at: <www.kaplanprofessional.edu.au>.

Fees

An updated schedule of fees is available at the Kaplan Professional website: <www.kaplanprofessional.edu.au>.

Student policies

Students who enrol in a Kaplan course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies before they enrol by going to the

Kaplan Professional website: <www.kaplanprofessional.edu.au>. The policies also assist students when their study program does not go as planned and they need extra support.