



BSB51918 Diploma of Leadership and Management



Course outline

Course overview

The BSB51918 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 and an optional introductory subject, Workplace communication essentials*.

The introductory subject, Workplace communication essentials*, is an optional subject for students who are new to industry (less than 6 months in the workplace), and focuses on developing the essential skills you will need to communicate effectively in the workplace. 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.

BSB51918 Diploma of Leadership and Management			
*WCE (optional introductory subject) Workplace communication essentials	DOLM1 Develop your capabilities	DOLM2 Lead people	DOLM3 Facilitate change

Learning outcomes

On successful completion of BSB51918 Diploma of Leadership and Management, students should be able to:

- communicate in the workplace using a variety of platforms to effectively deliver their message (*optional introductory subject – Workplace communication essentials*)
- 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

Introductory subject: Workplace Communication Essentials (Optional for students new to industry)

- Topic 1: Communication basics
- Topic 2: Interpersonal skills: Part 1
- Topic 3: Interpersonal skills: Part 2
- Topic 4: Written communication: Writing effectively
- Topic 5: Written communication: Reports
- Topic 6: Written communication: Email
- Topic 7: Group communication
- Topic 8: Intercultural communication
- Topic 9: Oral communication
- Topic 10: Social media
- Topic 11: Organisational communication
- Topic 12: Communication in seeking employment

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

Code	Title	Core or Elective	WCE (Optional)	Subject 1	Subject 2	Subject 3	Written and Oral Assignment
BSBMGT605	Provide leadership across the organisation	E	N/A	Started	Continuing	Completed	Yes
BSBWOR501	Manage personal work priorities and professional development	E	N/A	Started	Completed		Yes
BSBLDR511	Develop and use emotional intelligence	C	N/A		Started and Completed		Yes
BSBMGT502	Manage people performance	E	N/A	Started	Completed		Yes
BSBLDR502	Lead and manage effective workplace relationships	C	N/A	Started	Completed		Yes
BSBWOR502	Lead and manage team effectiveness	C	N/A	Started	Completed		Yes
BSBLED501	Develop a workplace learning environment	E	N/A	Started	Completed		Yes
BSBMGT516	Facilitate continuous improvement	E	N/A	Started	Continuing	Completed	Yes
BSBMGT517	Manage operational plan	C	N/A	Started	Continuing	Completed	Yes
BSBINN502	Build and sustain an innovative work environment	E	N/A	Started	Continuing	Completed	Yes
BSBRISK501	Manage risk	E	N/A			Started and completed	Yes
BSBPMG522	Undertake project work	E	N/A			Started and completed	Yes

The above 12 units of competency are awarded for the successful completion of the BSB51918 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. Please note that Workplace Communication Essentials does not contain any units of competency.

Course entry requirements

There are no entry requirements.

However, Kaplan Professional recommends students who have not previously held a role in a workplace and are new to industry (that is, students with less than 6 months' experience in their working career, or in an organisational environment) should complete the introductory subject WCE Workplace communication essentials.

In addition, students not currently working in a team leader or manager position will be responsible for obtaining information from managers within their workplace, where required as part of the course. Kaplan Professional recommends that those students who are not in a leadership role should make full use of their coach throughout the course, and find their own mentor in the workplace.

Course duration

Students have a total of:

- 48 weeks to complete the learning and assessment requirements for BSB51918 Diploma of Leadership and Management, from their initial activation date.
- An additional four (4) weeks resubmission time per subject (excluding the introductory subject, Workplace communication essentials), which will be granted if all assessment tasks have been attempted and the student has been deemed not yet competent in one or more tasks. This time can be used to resubmit a written or written and oral assignment. There is no fee for this extension.

Therefore, if a student completes the learning and assessment, and the resubmission time in every subject is granted (except Workplace Communication Essentials), the duration will be 60 weeks.

The subject breakdown for this course is below:

Subjects in the course	Duration
Introductory subject (optional) – Workplace Communication Essentials	12 weeks course work No resubmission time available (no formal assessments)
DOLM1 – Develop Your Capabilities	12 weeks course work 4 weeks resubmission time as outlined above
DOLM2 – Lead People	12 weeks course work 4 weeks resubmission time as outlined above
DOLM3 – Facilitate Change	12 weeks course work 4 weeks resubmission time as outlined above

The **amount of training** for this course may be up to 15 hours per week. The amount of training is the hours a student can expect to spend to complete their course work and assessments.

In addition to the amount of training, students who are new to industry or vocational training could need up to 5 hours per week known as **unsupervised hours**. These additional hours are for study skills or further research. For example, a student not working in industry would need more time to review industry websites that are usually introduced in workplace compliance training. **Students working in industry may be able to complete the course requirements in a shorter timeframe or less hours per week.**

If a student applies for extensions beyond the 48 week completion timeframe (4 subjects), or if the student is granted special consideration, the maximum period of time to complete this qualification is two years from the qualification activation date. The two year timeframe is calculated from the initial activation date of the first subject.



Additional study-related fees apply to formal extensions and re-enrolments. Please refer to the Vocational Education Fees schedule found [here](#).

Please also refer to our Vocational Education and Training (VET) *Enrolment Terms and Conditions* [here](#) or our Student Handbook [here](#) for important information on:

- Subject activation and completion timeframes
- Extensions
- Subject re-enrolment

Delivery mode

This course is delivered online.

Kaplan Professional's online learning portal KapLearn enables the provision of innovative, interactive learning resources and support. KapLearn can be accessed anywhere at any time using a computer or mobile device that has internet access.

Readings required for this course are found in the textbook *Management: Theory and practice* by Kris Cole (7th edition), and in online topics, activities and other media.

KapLearn is the access point for the online supplementary learning material, activities, and assessments. KapLearn is also the access point for ongoing support; through it you will have access to the Leadership and Management Community 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 also have access to an online coach. The coach is an experienced professional who will assist and guide your learning.

At week 3, 6, 9 of your studies in each subject (except the optional Workplace Communication essentials subject), you will have access to written feedback from your online coach via Kaplearn on your written assignment up to that point.

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'.

Subject	Topic	Assessment	Assessment Detail
Introductory subject (optional) – Workplace communication essentials	Topics 1 - 12	No formal assessment	Review activities contained within topics
DOLM1 Develop your capabilities	Topics 1 - 11	1 Written Assignment	Written assignment – two (2) attempts <ul style="list-style-type: none">• Short answer questions and activities
DOLM2 Lead people	Topics 1 - 11	1 Written and Oral Assignment	Written and Oral assignment – two (2) attempts <ul style="list-style-type: none">• Written – short answer questions and activities• Oral – includes oral questions, and presentation. The mode of oral assessment is by phone/Skype
DOLM3 Facilitate change	Topics 1 - 11	1 Written and Oral	Written and Oral assignment – two (2) attempts



		Assignment	<ul style="list-style-type: none">• Written – short answer questions and activities• Oral – includes oral questions and presentation. The mode of oral assessment is by phone/Skype
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Students may submit their assignments at any time if they believe they are adequately prepared. Students will receive personal reminder emails as they approach their assessment deadlines. However, it is recommended that students follow the process of submission every 3 weeks to take full advantage of the coaching experience.

Students must be deemed competent in all assessment items in order to be awarded their qualification. This does not include the optional introductory subject, Workplace communication essentials.

Students who complete the course will receive a qualification certificate.

Recognition of Prior Learning

Individuals may be able to obtain Recognition of Prior Learning (RPL) for a Kaplan Professional award subject based on their previous study and/or work experience. To do this, individuals 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.

To find out if you are eligible for RPL, refer to our [Credit Transfer and Recognition of Prior Learning \(RPL\) page](#).

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 Professional course are bound by our published policies, including the policy that sets out our rules for assessment. Students can review these policies and our terms and conditions 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.