

# Leadership & Management

BSB40520 Certificate IV in Leadership and Management

BSB50420 Diploma of Leadership and Management

BSB60420 Advanced Diploma of Leadership and Management

**NEW QUALIFICATIONS  
available from  
Term 3 (July) 2021**

## Course Description


Leadership and Management courses are suitable for those who aim to work as leaders and managers in a range of enterprise and industry contexts. Leadership and Management allows people to assume responsibility for their own performance as well as provide leadership, guidance and support for others. At the Diploma and Advanced Diploma level, individuals will display initiative and judgement for planning, organising, implementing and monitoring a variety of workloads to meet the organisational requirements.


### Career Opportunities

The skills gained in SELC's Leadership and Management courses are transferable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Leading Hand
- Team Leader
- Sales Team Coordinator
- Business or Sales Team Manager

## Sample Timetable

 Time	Mondays	Tuesdays
7:30am - 12:30pm	Lecture	Supported Learning (padlet)
12:30pm - 1:00pm	Break	Break
1:00pm - 2:45pm	Supported Learning (tutorial)	Supported Learning (padlet)

 Time	Mondays	Tuesdays
2:45pm - 4:30pm	Supported Learning (tutorial)	Supported Learning (padlet)
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Supported Learning (padlet)

SELC reserves the right to update or modify timetables at any time without prior notice.

 Daytime  Evening

## Course Calendar

Terms	2021	2022	2023
Term 1	25 Jan to 26 Mar	24 Jan to 25 Mar	30 Jan to 31 Mar
Break	3-week break	4-week break	3-week break
Term 2	19 Apr to 18 Jun	26 Apr to 24 Jun	24 Apr to 23 Jun
Break	3-week break	3-week break	3-week break
Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

## Qualification Structure & Course Content


This course provides students with a wide range of skills to analyse, design, plan, execute and evaluate management functions. Individuals at this level display initiative and judgement in planning, organising and implementing a workload. The range of courses cater for beginners, through to those who currently have experience working on the frontline of management.

## Pathways from the Qualification

Upon successful completion of the Leadership and Management courses, students may gain employment in the Leadership and Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

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Australian  
Qualifications  
Framework

NATIONALLY RECOGNISED  
TRAINING

# MAKING A DIFFERENCE IN YOUR CAREER

## BSB40520 Certificate IV in Leadership and Management (AQF - Level 4)

New qualification from July 2021

Module	Unit of Competency
Workplace relationships & communications	BSBLDR413 Lead effective workplace relationships
	BSBOPS402 Coordinate business operational plans
	BSBXCM401 Apply communication strategies in the workplace
	BSBSTR401 Promote innovation in team environments
Lead individual & team effectiveness	BSBLDR411 Demonstrate leadership in the workplace
	TAEDEL404 Mentor in the workplace
	BSBLDR414 Lead team effectiveness
	BSBPEF402 Develop personal work priorities
Business operations	BSBSUS411 Implement and monitor environmentally sustainable work practices
	BSBLDR412 Communicate effectively as a workplace leader
	BSBXTW401 Lead and facilitate a team
	BSBOPS403 Apply business risk management processes

### Course Duration

3 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB50420 Diploma of Leadership and Management (AQF - Level 5)

New qualification from July 2021

Module	Unit of Competency
Lead & manage people performance	BSBCMM511 Communicate with influence
	BSBLDR522 Manage people performance
	BSBLDR523 Lead and manage effective workplace relationships
Develop critical thinking & use emotional intelligence	BSBCRT511 Develop critical thinking in others
	BSBPEF502 Develop and use emotional intelligence
	BSBTWK502 Manage team effectiveness
Professional development & innovation	BSBPEF501 Manage personal and professional development
	BSBSTR501 Establish innovative work environments
	BSBFIN501 Manage budgets and financial plans
Manage business & communication	BSBOPS502 Manage business operational plans
	BSBOPS504 Manage business risk
	BSBTWK503 Manage meetings

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB60420 Adv. Diploma of Leadership and Management (AQF - Level 6)

New qualification for students starting in October 2021 (daytime)

Module	Unit of Competency
Development & leadership	BSBPMG637 Engage in collaborative alliances
	BSBLDR602 Provide leadership across the organisation
Workforce planning	BSBCRT611 Apply critical thinking for complex problem solving
	BSBHRM614 Contribute to strategic workforce planning
Innovation & growth	BSBINS601 Manage knowledge and information
	BSBLDR601 Lead and manage organisational change
	BSBSTR601 Manage innovation and continuous improvement
Business strategy	BSBSTR602 Develop organisational strategies
	BSBOPS601 Develop and implement business plans
	BSBMKG623 Develop marketing plans

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above
- A recognised Diploma course

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*