



# **BSB50420 Diploma of Leadership and Management**

**Delivered by:**

**Infinity Training Australia Pty Ltd  
RTO National ID: 52095**

## BSB50420 Diploma of Leadership and Management

### Qualification Description

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.

### Packaging Rules

**Total number of units = 12**

**6 core units *plus* 6 elective units**

### Core Units

BSBCMM511 Communicate with influence  
BSBCRT511 Develop critical thinking in others  
BSBLDR523 Lead and manage effective workplace relationships  
BSBOPS502 Manage business operational plans  
BSBPEF502 Develop and use emotional intelligence  
BSBTWK502 Manage team effectiveness

### Elective Units

BSBLDR521 Lead the development of diverse workforces  
BSBLDR522 Manage people performance  
BSBOPS504 Manage business risk  
BSBPEF501 Manage personal and professional development  
BSBTWK503 Manage meetings  
BSBXCM501 Lead communication in the workplace

*If the above electives do not suit the business, other electives may be chosen.*

### Duration

This course will be delivered over 12 workshop days either consecutively, or fortnightly or in a combination suitable to the group. The workshops are followed by time allowed to complete the assessment at the workplace. Allow 12-15 months to complete the course.

## Course Delivery & Assessment

The course will be delivered in 2 phases as follows:

**Phase 1** – Knowledge & Skill building workshops over 12 days covering all the units of competencies (delivered either as 1 day per week or 1 day per fortnight).

**Phase 2** – 1:1 Coaching & Mentoring sessions provided over a 12-month period to assist participants complete the workplace project-based assignment to acquire the qualification.

The course is delivered in the following manner in the sequence above:

- Half-day course information and assessment session delivered about 2 weeks prior to the commencement of the course
- One to one assessment interviews will be conducted with each person at the end of each unit of competency to plan and set up the assessment
- Ongoing 1 to 2 hour individual workplace learning and assessment mentoring sessions at the workplace until completion of course.
- Self-paced assessment (with ongoing support by assessor)

## Assessment Methods

Assignments, activities and projects are based on demonstration of competency in the required performance criteria for each unit. On successful completion of each unit students are awarded a Competency Achieved (CA) result. Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. In order to achieve the qualification BSB50420 Diploma of Leadership & Management, participants must be Competent in all 12 units of competency.

The assessment process may include a combination of:

- Written Questions
- Observation
- Case studies
- Projects (simulation/Real Work)
- Assignments
- Presentations
- Written examinations
- Integrated assessment of some units may occur

## Recognition of Prior Learning

If you have pre-existing skills in Supervision and Management but no formal recognition/qualifications, contact us. We offer a service called Recognition of Prior Learning which will assist you gain formal recognition for your knowledge and skills in Supervision and Management, and may save you time and money.

## Training Delivery, Assessment and Certification

All training is delivered and assessed by qualified and experienced trainers and assessors of Infinity Training Australia. The Award for the qualification is provided by Infinity Training Australian (RTO code: 52095).

## Investment

This is not a public course and it not open to the general public. This qualification is only available through a corporate client and as such the investment is based on contractual terms and conditions between the client and Infinity Training Australia.

## Further Information contact:

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*The logos confirm that this qualification is owned by the Australian Government and accredited under the Australian Skills Quality Authority, the National Regulator for Australian Education and Training.*