

# BSB50420 Diploma of Leadership and Management

Build Your Leadership Career



# Transform Your Career with Recognised Leadership Qualifications

## About This Qualification

The BSB50420 Diploma of Leadership and Management is a nationally recognised qualification designed for individuals who apply knowledge, practical skills, and experience across diverse enterprise and industry contexts throughout Australia. This comprehensive programme equips you with the essential capabilities to lead teams, manage operations, and drive organisational success.

Ideal for aspiring and current managers, this diploma develops your ability to display initiative and judgement in planning, organising, implementing, and monitoring both your own workload and that of your team. You'll master communication skills that support individuals and teams to meet organisational requirements whilst building the confidence to tackle unpredictable challenges.

## Course Essentials

### Duration

**52 weeks** of comprehensive training

### Delivery Mode

**100% online** – study anywhere, anytime

### Study Load

**12 units** – 6 core + 6 elective units

# Career Pathways and Opportunities

Graduates of the BSB50420 Diploma of Leadership and Management open doors to diverse and rewarding career opportunities across all industry sectors. This qualification is highly valued by Australian employers seeking capable leaders who can manage teams, drive operational excellence, and contribute strategically to organisational success.



## Business Development Manager

Drive growth strategies and forge key partnerships



## Operations Manager

Optimise processes and manage daily operations



## Team Leader

Lead, inspire, and develop high-performing teams



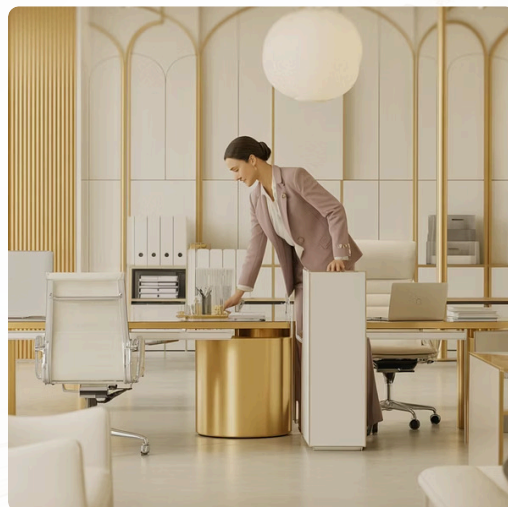
## Programme Coordinator

Coordinate complex programmes and initiatives



## Executive Officer

Support senior leadership and strategic direction



## Office Manager

Manage administrative functions and office operations

# Entry Requirements – Are You Ready?



## Academic Requirements

Successful completion of **Year 12 or equivalent**, OR demonstrated vocational experience in a supervisory or leadership role within a workplace environment (such as team leader, coordinator, or manager).



## Work Experience

Minimum of **two years equivalent full-time work experience**. This ensures you can relate course content to real-world workplace scenarios and maximise your learning outcomes.



## Age Requirement

Learners must be **18 years of age or older** at the time of enrolment and committed to participating in online delivery throughout the course duration.

## Language, Literacy, Numeracy and Digital (LLND) Requirements

All prospective students must undertake an **LLND assessment** prior to enrolment to ensure you have the foundational skills needed for success. This assessment helps us identify any support you may need and ensures you're well-prepared for the programme.

### Reading & Writing


Skills at **Australian Core Skills Framework (ACSF) Level 4**

### Numeracy

Skills at **ACSF Level 3 or above**

### Digital Literacy

Navigate online platforms and complete electronic assessments

 **Technical Requirements:** You'll need access to a computer or smart device with internet connectivity, plus basic proficiency in using email, word processing tools, and learning management systems (LMS). All students participate in a course entry interview to determine suitability and identify individual learning needs.

# Core Units – Your Leadership Foundation

The six core units form the essential foundation of your leadership capability, covering critical competencies that every effective manager must master. These units are carefully designed to build your skills progressively, from fundamental communication through to emotional intelligence and team management.



## BSBCMM511

**Communicate with Influence** – Master persuasive communication techniques that inspire action and drive organisational outcomes across diverse stakeholders and contexts.



## BSBCRT511

**Develop Critical Thinking in Others** – Learn to foster analytical capabilities within your team, encouraging innovative problem-solving and evidence-based decision-making.



## BSBLDR523

**Lead and Manage Effective Workplace Relationships** – Build and maintain productive relationships that support collaboration, trust, and positive organisational culture.



## BSBOPS502

**Manage Business Operational Plans** – Develop, implement, and monitor operational plans that align with organisational objectives and drive performance excellence.



## BSBPEF502

**Develop and Use Emotional Intelligence** – Cultivate self-awareness and empathy to navigate complex interpersonal dynamics and lead with authenticity and impact.



## BSBTWK502

**Manage Team Effectiveness** – Optimise team performance through strategic planning, clear goal-setting, effective delegation, and continuous performance development.

# Elective Units – Specialise Your Skills

The six carefully selected elective units allow you to develop specialised expertise in areas most relevant to your career aspirations. These units complement your core leadership skills, enabling you to tackle complex workplace challenges with confidence and creativity.

## **BSBCMM412**

### **Lead Difficult Conversations**

Navigate challenging discussions with tact and professionalism

## **BSBXCM501**

### **Lead Communication in the Workplace**

Orchestrate organisational communication strategies

## **BSBSTR401**

### **Promote Innovation in Team Environments**

Foster creativity and innovative thinking within teams

## **BSBCRT512**

### **Originate and Develop Concepts**

Generate and refine original ideas for business improvement

## **BSBPEF501**

### **Manage Personal and Professional Development**

Take ownership of your continuous learning journey

## **BSBSTR502**

### **Facilitate Continuous Improvement**

Drive systematic enhancement of processes and outcomes

# Assessment and Recognition Options

## Assessment Strategies

Students receive comprehensive assessment resources at the commencement of each unit, alongside relevant learning materials. These resources clearly outline the range and types of assessment tasks required to demonstrate competency.

### Assessment Methods Include:

- **Knowledge tests** – Short written assessments of theoretical understanding
- **Case studies** – Analysis of real-world scenarios and decision-making
- **Projects and research activities** – In-depth exploration of key topics
- **Written reports** – Professional documentation and recommendations
- **Discussions** – Collaborative exploration of concepts and applications
- **Portfolio of evidence** – Compilation of workplace examples and achievements
- **Practical demonstrations** – Role plays, presentations, and simulations

All practical tasks are conducted within a simulated business environment that reflects authentic workplace conditions. To achieve optimal outcomes, students dedicate additional time outside scheduled classes to complete assessment tasks and prepare submissions.



## Recognition for Prior Learning (RPL)

Already have relevant experience or training? You may be eligible for RPL. Learners with workplace experience, informal or formal training, or other life experience can apply to have existing competencies recognised.

RPL applications are rigorously assessed against unit of competency requirements. Sufficient evidence must be provided to demonstrate your skills and knowledge. An individualised RPL assessment plan will be developed in consultation with you to ensure a fair and thorough evaluation process.

## Credit Transfer

If you've successfully completed identical units of competency as part of another nationally recognised qualification or Statement of Attainment, you'll be granted credit transfer. This accelerates your progression through the diploma.

Learners must provide certified copies of transcripts or statements of attainment issued by a Registered Training Organisation (RTO). Our admissions team will guide you through the credit transfer application process.

# Ready to Lead? Start Your Journey Today

52

Weeks

Comprehensive diploma programme

12

Units

Core and elective competencies

100%

Online

Flexible study from anywhere

## Take the Next Step

The BSB50420 Diploma of Leadership and Management is your pathway to a rewarding leadership career. Whether you're seeking to advance in your current role, transition into management, or enhance your professional credentials, this nationally recognised qualification provides the knowledge, skills, and confidence you need to succeed.

Our supportive online learning environment is designed for working professionals, allowing you to balance study with your existing commitments. With expert trainers, comprehensive resources, and flexible delivery, you'll receive the guidance and support needed to achieve your goals.

### What Happens Next?

01

#### Submit Your Enquiry

Complete our online enquiry form or contact our admissions team

02

#### LLND Assessment

Undertake language, literacy, numeracy, and digital skills assessment

03

#### Entry Interview


Discuss your goals and confirm course suitability with our team

04

#### Enrol and Begin

Complete enrolment and commence your leadership journey



 **Questions?** Our friendly admissions team is here to help. We can discuss your individual circumstances, provide guidance on entry requirements, and answer any questions about the course structure, assessment methods, or career outcomes. Get in touch today to start your leadership journey.