



BSB50420 Diploma of Leadership and Management

Transform your career with Australia's nationally recognised leadership qualification. Designed for aspiring and current managers ready to take the next step.

Course at a Glance

Duration

52 Weeks of comprehensive training

Qualification

Nationally recognised Diploma in Leadership and Management

Delivery Mode

Blended learning: 4 hours live online + 12 hours face-to-face tutorials weekly + 10 hours of independent study

Units Required

12 units of competency: 6 core + 6 elective units

What You'll Learn



Comprehensive Leadership Training

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.

You may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Career Pathways

Graduates may pursue or enhance careers in a diverse range of management and leadership roles across various industries.

Business Development Manager

Drive growth and identify new opportunities

Operations Manager

Oversee daily business operations efficiently

Team Leader

Guide and motivate your team to success

Program Coordinator

Manage complex projects and initiatives

Executive Officer

Provide high-level administrative support

Office Manager

Coordinate workplace operations effectively

Entry Requirements

Academic Requirements

- Successful completion of **Year 12 or equivalent, or**
- Demonstrated vocational experience in a supervisory or leadership role within a workplace environment (e.g., team leader, coordinator, or manager)
- Participate in course Entry interview to determine the suitability of the course and student needs

Language, Literacy, Numeracy and Digital (LLND) Requirements

All prospective students must undertake an **LLND assessment** prior to enrolment.

Learners must demonstrate:

- Reading and writing skills at **Australian Core Skills Framework (ACSF) Level 4**
- Numeracy skills at **ACSF Level 3 or above**
- Basic **digital literacy**, including the ability to navigate online platforms, participate in virtual sessions, and complete assessments electronically

Technical Requirements

- Access to a computer or smart device with internet connectivity
- Basic proficiency in using email, word processing tools, and learning management systems (LMS)

Other Considerations

- Learners must be **18 years of age or older** at the time of enrolment
- Students must be committed to participating in **blended delivery** (face-to-face, online, and self-paced components) and engage in simulation-based assessments

Assessment and Recognition

Assessment Strategies

Students are provided with assessment resources at the commencement of each unit, along with the relevant learning materials. These resources outline the range and types of assessment tasks to be completed for each unit.

Assessments may include short written knowledge tests, case studies, projects, research activities, written reports, discussions, and the compilation of a portfolio of evidence. Practical tasks such as demonstrations, role plays, and presentations are also conducted within a simulated business environment.

To achieve the best outcomes, students are expected to dedicate additional time outside scheduled classes to complete assessment tasks and prepare for submissions.



Recognition for Prior Learning (RPL)

Learners with relevant workplace experience, informal or formal training, or other life experience may apply for RPL.

RPL applications are assessed against the unit of competency requirements, and sufficient evidence must be provided. An RPL assessment plan will be developed in consultation with the candidate.

Credit Transfer

Learners who have successfully completed identical units of competency as part of another nationally recognised qualification or Statement of Attainment will be granted credit transfer.

Learners must provide certified copies of transcripts or statements of attainment issued by an RTO.

Course Structure

To be awarded this qualification, competency must be demonstrated in 12 units of competency, consisting of 6 core units and 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

- BSBCMM412 - Lead difficult conversations
- BSBXCM501 - Lead communication in the workplace
- BSBSTR401 - Promote innovation in team environments
- BSBCRT512 - Originate and develop concepts
- BSBPEF501 - Manage personal and professional development
- BSBSTR502 - Facilitate continuous improvement

Ready to Lead Your Future?

Take the Next Step in Your Career

The BSB50420 Diploma of Leadership and Management equips you with the practical skills and knowledge to excel in leadership roles across any industry. With flexible blended delivery, comprehensive support, and nationally recognised certification, you'll be ready to make an immediate impact in your workplace.

Whether you're seeking to advance in your current role or transition into management, this qualification opens doors to diverse and rewarding career opportunities throughout Australia.

