

# KALTRAINING▶

## Diploma of Leadership and Management (BSB51915)



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**(RTO NO: 20815) KAL Multimedia Training trading as KAL Training**

# **BSB51915 - 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 plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

## **Entry Requirements**

There are no prerequisites required for this qualification, but some units have underpinning skills required, these are listed for the unit itself.

ACSF level 3- tested at the time of enrolment.

## **Pathways Information**

### **Pathways into the qualification**

Preferred pathways for candidates considering this qualification include:

- BSB40515 Certificate IV in Business Administration or other relevant qualification/s

OR

- extensive vocational experience in a range of environments in senior support roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Area Manager
- Team Leader
- Manager

Learners who complete a course are reminded at the time of completion, of further opportunities, unless a learning barrier has been identified that would hinder their progression to a higher qualification level.

Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential career pathways within that industry

Source: <https://www.myskills.gov.au/courses/details?Code=BSB51915>

## Pathways from the qualification

After achieving this qualification candidates may undertake a variety of business studies at the Advanced Diploma level.

## Packaging Rules

**Total number of units = 12**

**4 core units *plus***

**8 elective units**

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

## Units delivered by KAL:

CODE	DESCRIPTION
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBWHS501	Ensure a safe workplace
BSBHRM405	Support the recruitment, selection and induction of staff
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWRK510	Manage employee relations
BSBMGT518	Develop organisational policy
BSBLDR504	Implement diversity in the workplace
BSBPMG522	Undertake project work
BSBSLS501	Develop a sales plan

<b>Course Fees</b>	Tuition fee (Students eligible for Skills First subsidies \$730 or Fee for Service \$4380). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units.
<b>Duration</b>	12 Months - Four semesters
<b>Delivery</b>	Delivered online through an online learning system. We expect our students to work on their assignments at least 3 days a week and submit at least one assignment per month.
<b>What this course is about and who it is for</b>	<p>This program is an adaptable qualification that is easily applicable to people wanting to transition into a new career in management or to people already pursuing a managerial career.</p> <p>This qualification is suitable for a variety of participants, from an unemployed person looking to gain sound Management and Business theoretical knowledge and to understand &amp; master their application into real life activities, to people with extensive vocational experience wanting to formalise their existing skills and knowledge and to gain a better understanding of new management technique. This also includes the clients who usually have been engaged in another business management course such as at Certificate or Diploma level and wishing to progress to a higher level.</p>
<b>Student requirements</b>	Must have experience with using computer software programs like Microsoft Office or equivalent Mac programs. Ideally, students have 1- 2 years of experience in an administration role. Students must have access to a computer and internet for the term of their course and a current email address.
<b>Online Learning System</b>	<p>The Diploma of Leadership and Management uses the Catapult e-learning assessment system to assess you in the whole 12 units. Here you as a student logon and complete all your reading and assessment work online. The system also holds all your learning material for you to be able to access remotely via the internet. The system also allows you to see how much you have completed of an assessment and the ability to contact and email your trainer through the system.</p> <p><a href="http://kalmultimedia.elearninglogin.com">http://kalmultimedia.elearninglogin.com</a></p>

## 2018 Course Fees and Charges

### IMPORTANT INFORMATION FOR STUDENTS:

#### ENROLMENT FEE:

These fees are may be charged annually and range as follows:

- Certificate IV and under - \$0 to \$195 enrolment fee
- Diploma and above – \$0 to \$195 enrolment fee
- School Based Apprenticeships or Traineeships - \$0 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The Skills First Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

#### The Skills First Program

*Not all students will be eligible for this funding.*

*“Courses delivered under Victorian and Commonwealth government funding”*

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:

Must meet one of the following citizen/residency status:

- An Australian citizen
- An Australian Permanent Resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;

ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;

iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);

iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior);  
or

v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

Please note than as at 25<sup>th</sup> November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for training under the Victorian Training Guarantee. This includes students enrolled in any government, non-government, independent, Catholic or home school.

## How many courses am I eligible for?

In 2018, students are only allowed to begin two government subsidised courses in a year, as long as you are not doing any more than two government subsidised courses at a time. For example, if you are continuing a government subsidised Certificate III in Media from 2017, you can start one more course in 2018 until you finish (or withdraw from) your Media course, then you can start a second course in 2018.

Effective 16<sup>th</sup> June 2014, students are only allowed a maximum of two (2) government subsidised commencements at the same qualification level across **their** lifetime. Commencements in a Foundations Skills

Course and VET certificates completed as part of a senior secondary qualification are not taken into account. For further information, go to [www.education.vic.gov.au](http://www.education.vic.gov.au).

## **FEE FOR SERVICE students**

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1<sup>st</sup> January 2018 under *Skills First Program* funding

Course	Skill Level	Fee per nominal hour (subject to change)
Business/Business Administration	Certificate II to IV	\$1.00 to \$2.00
Leadership and Management	Diploma	\$1.00
Bookkeeping	Diploma and Advanced Diploma	\$1.00 to \$1.50
	Certificate IV	\$0.50
Childcare/School Age Care/Community Services	Certificate II to IV	\$0.50
	Diploma and Advanced Diploma	\$0.50
Media and Information, Digital Media and Technology	Certificate II to IV	\$0.50
	Diploma and Advanced Diploma	\$0.50
Training Design and Development	Diploma	\$4.00

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

\*If the Skills First Program reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

## **Concessions**

Students can apply for concessions where they can prove that they are:

receiving government benefits, pensions or allowances

the dependant spouse of a person who is receiving government benefits, pensions or allowances or the

dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

Commonwealth Health Care Card -Pensioner Card

-Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.