



# DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51915

## THE COURSE

The College for Adult Learning helps you achieve your goals with this wholly online Diploma qualification course. Designed around your goals, start anytime and finish the course when you want with a generous 24-month timeframe.



### 24/7 ACCESS

Access your course content any time, anywhere, from the comfort of your own home.



### 1-1 TUTOR SUPPORT

One on one tutor support with coaching calls when you want them.



### NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



### FLEXIBLE LEARNING

Online learning so you can study when you want and where you want. No more tedious classroom learning!

## Are you looking for a successful career in management?

CAL's Diploma of Leadership and Management has been designed by industry experts to give you all the skills and techniques that modern managers require to be able to lead, inspire and motivate their teams.

With your learning coach, you'll develop skills to be able to:

- Use emotional intelligence in the workplace to gain the best performance from your employees
- Create and develop recruitment strategies and plans
- Develop important financial plans and budgets for your business and team
- Lead and manage organisational change and help to facilitate continuous improvement

## GET QUALIFIED

Already have the skills? New to the industry? Work with your very own course tutor to help you get qualified in a time frame that suits you to receive your nationally recognised diploma qualifications.

## Course Structure

The College for Adult Learning has developed this Diploma qualification in consultation with industry experts. By completing the below 12 units, you will receive all the skills necessary to lead and manage your teams successfully. There are additional elective units available ranging from project management to human resources management. Get in touch with your course advisor to see what would suit you best.

	Unit Code	Unit Title
Core Units	<b>BSBLDR501</b>	Develop and use emotional intelligence
	<b>BSBMGT517</b>	Manage operational plan
	<b>BSBLDR502</b>	Lead and manage effective workplace relationships
	<b>BSBWOR502</b>	Lead and manage team effectiveness

Elective Units	<b>BSBWOR501</b>	Manage personal work priorities and professional development
	<b>BSBCUS501</b>	Manage quality customer service
	<b>BSBFIM501</b>	Manage budgets and financial plans
	<b>BSBHRM405</b>	Support the recruitment, selection and induction staff
	<b>BSBMGT502</b>	Manage people performance
	<b>BSBWHS501</b>	Ensure a safe workplace
	<b>BSBWKR510</b>	Manage employee relations
	<b>BSBINN601</b>	Lead and manage organisational change

A total of 12 units to achieve your qualification



## FREQUENTLY ASKED QUESTIONS

### **Is this course right for me?**

If you're looking to take the next step in your career, learn new skills and move into a higher managerial role, then absolutely!

### **Where is this qualification recognised?**

The College for Adult Learning is a Registered Training Organisation #22228 and all of our qualifications adhere to the Australian Quality Framework (AQF) standards. As such they are nationally recognised and internationally respected qualifications, issued on behalf of the Australian Government.

### **How is the course set out?**

The course is wholly delivered online. You watch video tutorials on all of the course content and complete a written activities and assessment tasks relating to that content.

### **How long does the course take?**

The course is self paced but as a general guide, if you study part-time you could complete it in approximately 12 months. As it's self paced, you can complete it faster or slower, it's up to you!

### **What are the assessments?**

There are no exams for the course. All assessments are work based competency assessments. For example, developing a recruitment and selection plan or produce an operational plan.

### **What support is provided?**

All support is provided by the College for Adult Learning. You will have an individual learning coach throughout your time studying with CAL. You can book in coaching calls when you need them as well as send your coach emails to check over your draft work or ask questions on the course.

# ABOUT CAL

The College for Adult Learning, RTO #22228, was established and has been a Registered Training Organisation (RTO) since 2009.

CAL was established and is now run by three senior executives from the TAFE/University sector who wanted to provide a custom designed learning environment for experienced, mature adults.

### Your course coach

Vikki Fitzgerald has over 24 years of professional HR, business & management experience. She has also run her own HR consultancy business, as well as worked in senior HR management roles for well known Australian and global enterprises.



## WHY CHOOSE CAL?

The College for Adult Learning provides the highest quality course content with flexible programs, suited to your needs.



Not just a student number, you receive as much one-on-one support as you want and when you need it!

Expert and up-to-date content that is purposefully developed to be future-focused, rich in current workplace topics that are practical and relevant to your career.




We take the time to understand you and your level of experience. Your team is familiar with your CV, your goals and your unique needs.

Tutors who have real-world experience who will support you to reach your dream career.



For more information talk to a course advisor on:

 1300 907 870

 [admin@collegeforadultlearning.edu.au](mailto:admin@collegeforadultlearning.edu.au)