Course Brochure – BSB50420 Diploma of Leadership and Management

This brochure provides all the information you need to know about enrolling in the BSB50420 Diploma of Leadership and Management.

Course details

Provider Name	Grenfell Institute of Technology Australia
RTO Code	45979
CRICOS Code	04103E
CRICOS Course Code	112504M
Location of course	Level 17/ 45 Grenfell Street Adelaide SA 5000
Delivery mode	This program is delivered in the classroom.
Duration	52 weeks, including 40 study weeks and 12 weeks of holidays.
Study load	20 hours of classroom training and assessment per week for 40 study weeks. (800 hours) Unsupervised self-study is estimated at 5 hours per week for 40 study weeks (200 hours)

Overview of course

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.

The latest release of the qualification and packaging rules can be found at the following link:

https://training.gov.au/Training/Details/BSB50420

Who should apply for this course and why?

This course is targeted at international students who are:

- Seeking to pursue a career in leadership and management.

- Seeking to enter a new industry sector.

- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of leadership and management roles in a range of industry areas. Further education pathways may include the BSB60420 Advanced Diploma of Leadership and Management or a range of Advanced Diploma qualifications, as well as higher education qualifications in leadership and management.

Note: It is noteworthy that Grenfell Institute of Technology Australia does not offer any pathway qualifications. Also, the College does not guarantee any placement into any pathway program (s) at another institute as it is entirely the responsibility of the student. Also, Grenfell Institute of Technology Australia does not guarantee any migration or employment outcomes after the course is completed. Grenfell Institute of Technology Australia also does not provide any assurance that students will always get a job upon returning to their home country. However, this qualification will offer a range of skills that aspiring managers, business leaders, supervisors must have.

What can I expect?

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Code	Title	Core or Elective
BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBOPS502	Manage business operational plans	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBTWK502	Manage team effectiveness	Core
BSBCRT512	Originate and develop concepts	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBXCM501	Lead communication in the workplace	Elective

Training and assessment information

This course is delivered face-to-face in a classroom-based setting.

The timetable for this course will be provided at the time of orientation.

You are required to attend classes for 20 hours per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to classroom-based learning, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

Breakdown of Training, Assessment, and Unsupervised Self-Study Hours	
Total Face to Face Training Hours (A)	512
Total Face to Face Assessment Hours (B)	288
Unsupervised Self-Study Hours (C)	200
Total Volume of Learning in Hours (A+B+C)	1000
Academic Study Weeks	40
Holiday Weeks	12
Total Course Duration in Weeks	52
Total Course Duration in Years	1

Course progress and attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be

provided with further information about course progress and attendance requirements at your orientation.

Student support

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor

- support with personal issues

- access to additional learning resources

- reasonable adjustment in assessment

- social events

- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS

	Minimum requirements

Processor	Multicore Intel processor with 64-bit support
Operating system	Big Sur
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software	Associated costs	
Office 365	$129 annually	https://products.office.com/en-au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	$450 (approximate only)	Various

Course credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.gita.edu.au

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

What are the entry requirements?

Grenfell Institute of Technology Australia has the following entry requirements:

You must:

- be at least 18 years of age and have completed the equivalent of Year 12.

- participate in a course entry interview to determine suitability for the course and student needs.

- have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:

  o educated for 5 years in an English-speaking country; or

- o successful completion of an English Placement Test.

- o completed a substantial component of AQF Certificate IV or above qualification from an Australian RTO in the last two years.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

How much does it cost?

The costs for this course are as follows:

Course fees	Tuition fees: AUD $14,000 Non-Tuition Fee: AUD $1500
Non-tuition fees	May apply and can be found in our International Student Handbook on our website at www.gita.edu.au

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Grenfell Institute of Technology Australia provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs.

How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including:

- a copy of your High School Certificate

- proof of English language proficiency as specified in the entry requirements.

Where to from here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Grenfell Institute of Technology Australia's International Student Handbook. This can be found online at www.gita.edu.au

CONTACT US

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