Australian Federation College

RTO Code: 45616 | CRICOS Provider No.: 03854G

Australian Federation College



BSB50420

DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code : 104415A

COURSE BROCHURE

About this Course Brochure

This brochure provides all the information international students need to know about enrolling into BSB50420 Diploma of Leadership and Management.

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

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

Course Overview

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.

Course Location and Delivery Mode

This course is delivered via classroom & online based training and assessment at Level 1, 126 Charles Street, Launceston TAS 7250 and Level 5, 250 Collins St, Melbourne, Victoria 3000, Australia.

Target Group for the Course

Australian Federation College welcomes all international students who meet our entry requirements. Typically, you are an international student who is:

- Seeking to pursue a career as a team leader/manager
- Seeking to enter a new industry sector.
- Seeking a pathway to higher-level qualifications

Potential Education/Career Outcomes



Students who complete this course may wish to continue their education into the BSB60420 Advanced Diploma of Leadership and Management or a range of Advanced Diploma qualifications, as well as higher education qualifications in business or management.

Job roles and titles vary across different industry sectors. Potential employment options include:

- Business Manager
- Business Development Manager
- Operations Manager
- Team Leader
- Department Manager
- Supervisor

Entry Requirements



Australian Federation College has the following entry requirements. You must:

- Be at least 18 years of age at commencement of course;
- Have completed Australian year 12 or equivalent OR successfully completed AQF Cert IV qualification or above;
- Prior commencement, participate in a non-intrusive course entry assessment to determine suitability for the course and student needs. Where support needs are identified, Australian Federation College may implement support strategies, develop a Student Support Plan, provide additional learning support or recommend alternative study pathways where appropriate;
- Meet Australian student visa subclass 500 requirements; and
- Have an IELTS* score of 6.0 (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:
    - Educated for at least 5 years in an English-speaking country where the medium of instructions was in English; or
    - Completed at least a Certificate IV level course in an Australian RTO within the last 2 years.

**Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that AustralianFederation College can confirm they are equivalent to IELTS 6.0.*

Course Duration and Timetabling



This course is delivered over 52 weeks comprising of:

- Four (4) terms of 10 weeks each (40 weeks of training).
- Holiday breaks amounting to 12 weeks.

Australian Federation College (AFC) delivers 20 hours of scheduled training per week through a combination of face-to-face and online training.

Face-to-face training is conducted at AFC's designated campus premises, while online training is structured, trainer-directed and delivered in accordance with the relevant training and assessment arrangements.

The delivery modes and allocation of scheduled training hours are outlined in the relevant course timetable and training schedule. The confirmed timetable is communicated to students prior to course commencement and may vary depending on student enrolment numbers, trainer availability and operational requirements, subject to applicable regulatory requirements.

Units Included in the Course

The BSB50420 Diploma of Leadership and Management requires the successful completion of six (6) core units and six (6) elective units.

Electives for this qualification have been chosen by Australian Federation College to ensure that students achieve a broad range of skills and knowledge in leadership and management.

Units included in this qualification are:

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
BSBLDR522	Manage people performance	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBOPS504	Manage business risk	Elective
BSBTWK503	Manage meetings	Elective
BSBSTR502	Facilitate continuous improvement solutions	Elective
BSBOPS505	Manage organisational customer service	Elective

Training and Assessment Information

Assessment methods used for this qualification will provide a range of waysfor individuals to demonstrate that they have met the required outcomes including:

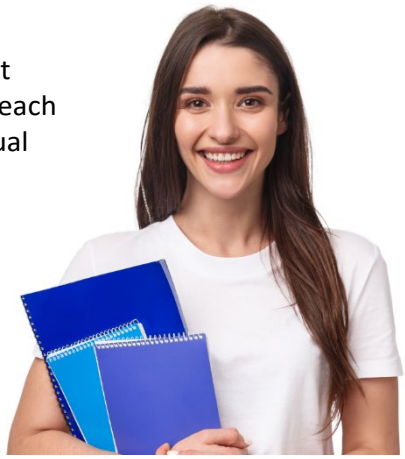
Written Evidence:

i) Written questionnaire;
ii) Report writing;
iii) Case study/ problem solving;
iv) Research work/ documentation review;
v) Project work;
vi) Third-party report and/or
vii) Portfolio of documents.

Demonstration:

i) Practical demonstration;
ii) Presentation;
iii) Discussion;
iv) Role play;
v) Observation; and/or
vi) Oral questioning

At the beginning of each unit, trainers will outline the assessment tasks that must be completed. Research, assessment preparation, self-study etc. for each unit takes about 5 hours outside of class hours per week subject to individual capacity.



Course Progress and Attendance monitoring

Note that for international students, satisfactory course progress and class attendance is required in order to meet visa requirements. More information can be found in our International Student Handbook, Course Progress Monitoring and Attendance Monitoring Policies and Procedures available in our website at www.afcollege.edu.au.

Students who do not meet course progress and attendance requirements are at risk of having their visas cancelled. Students who are identified as being at risk of not meeting course progress or attendance requirements will be provided with additional support as per our intervention strategy.

Student Support

All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:

- One to one support from trainer/assessor
- Support with personal issues and general counselling sessions
- Access to additional learning resources
- Reasonable adjustment in assessment
- Social events
- Assisting in improving writing, role play, presentation, referencing or computer skills
- Buddy program
- Referral to external support services.



Further information about available student support at Australian Federation college can be found in Student Support Policies and Procedures available on our website.

Facilities and Equipment

- Modern campus with all required amenities for students.
- Classrooms equipped with desks, chairs, whiteboard, overhead projector and flip chart.
- Fully fitted computer facilities with access to the Internet Learning and assessment materials.
- Student lounge with modern kitchen equipped with all necessary equipment such as microwave, fridge, drinking water facilities and hot water kettle.
- Computers in the student lounge with access to the internet.
- Print and electronic resources library with reference materials for courses and other reading materials.

Course Costs



The costs for this course are as follows:

- Total course fees AUD 18,450 includes tuition fees plus any additional compulsory costs as follows:
- Enrolment Fee: AUD 250 (non-refundable)
- Material fee: AUD 400
- Tuition Fees: AUD 17,800

Non-tuition fees: May apply and can be found at www.afcollege.edu.au

A detailed payment plan and payment arrangements are provided in the Offer Letter and Written Agreement. Non-payment of course fees may result in cancellation of enrolment. Course fees do not include laptops, computer software or textbooks, which are to be purchased at the student's own cost and approximate costs for these are listed in resources requirements.

Australian Federation College reserves the right to vary Tuition Fees and/or Material Fees from time to time.

Resource Requirements

Textbooks, laptops and software may be purchased by students through the suppliers as listed or any other suppliers that offer the resources noting that costs may vary at the time of purchase. Regarding the textbooks, students may choose to purchase either the ebook/digital edition or print version to suit their needs.

Students should also note minimum specifications for a laptop which students must bring to each class. Specifications are included for both Windows and Mac.

Name of Publication	Approx. price	Publisher/Seller
Leadership and Management Theory and Practice, 7th Edition, Cengage Learning Australia.	Ebook $64.95 Print $109.95	Cengage Learning www.cengage.com.au
Name of Software : Office 365	$129 annually	https://products.office.com/en-au/buy/office
Laptop Costs Any laptop that meets the specifications below.	$450 (approximate only)	Various

Windows –Laptop Component	Minimum Requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz orfaster processor Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
Operating system	Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 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 color and 512 MB or more of dedicated VRAM; 2 GB is recommended.

Graphics processor acceleration requirements	Open GL 2.0 capable system
Internet	Internet connection and registration are necessary forrequired software activation, validation of subscriptions, and access to online services

Mac – Laptop Component	Minimum Requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
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 16bit color 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.

Insurance and Living Cost

International students are also required to purchase Overseas Students Health Cover (OSHC) before arriving in Australia. Australian Federation College provides details of OSHC providers in the International Student Handbook.



Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at

https://www.studyaustralia.gov.au/en/life-in-australia/living-and-education-costs

Course Credit

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) asper the information included in our International Student Handbook, which is available at www.afcollege.edu.au

For international students, the granting of course credit may affect course fees as well as the duration of the course.

The result of an application for credit and any changes to fees or course duration will be advised to students in writing.

If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing areduced duration.

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

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Contact Us

Level 5, 250 Collins Street,
Melbourne, VIC 3000, Australia

Level 1, 126 Charles Street,
Launceston, TAS 7250, Australia.

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info@afcollege.edu.au

Explore our vibrant campuses in person, reach out via email, give us a call, or connect with us on social media. We're always here and eager to assist you.

SCAN ME

Connect Us

www.afcollege.edu.au