



trainwest
training your future

BSB50420 Diploma of Leadership and Management

Enquiry package



Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The Trainwest experience begins with the client's first contact which is based on excellent customer service offering flexible solutions to achieve your goals. The consistently high standards achieved by our team results from an absolute focus on professionalism, quality products and service and our ability to tailor our products to match our clients training requirements.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners, providing
a high quality training and assessment service to
individuals and across industry.**

BSB50420 DIPLOMA of Leadership and Management



OVERVIEW: This qualification is for individuals who display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. The program is designed to develop your leadership and management knowledge, skills and confidence to deal with strategic and operational change. It is about applying this knowledge and skills to demonstrate judgment, leadership and responsibility. It is for those wishing to actively manage their own professional development and secure managerial opportunities in the workplace.



ENTRY REQUIREMENTS: There are no prerequisites requirements for individual units. However a reasonable level of reading and writing is required, as well as reasonable computer skills. To complete the assessment component of this course you will need to be working in or have access to a workplace where you can complete the workplace assessments. Students require a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate their own work or the work of a team.

PATHWAY INFORMATION:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- » BSB40520 Certificate IV in Leadership and Management or other relevant qualification
OR
- » with vocational experience but without formal supervision or management qualification.

DELIVERY STRUCTURE:

eLearning: This course is available through eLearning.

In-House training The BSB50420 Diploma in Leadership and Management can be delivered onsite. The course will be fully customised to suit the needs of the client. For information and pricing contact Trainwest.



ASSESSMENT REQUIREMENTS

The BSB50420 Diploma of Leadership and Management is competency based. You will have assessments to complete in which you are required to provide evidence that you have understood the learning material and applied it to the workplace.



ASSESSMENT TIMEFRAMES

Students have up to 24 months to complete this qualification. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments upon completion of each unit of competency. The actual time for completion varies between students.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each unit of competency which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of case studies
- » Completion of workplace projects
- » Interview with your trainer and assessor at the end of each unit



REQUIRED RESOURCES

- » Trainwest will provide eLearning students with login details to the eLearning portal
- » A computer with Microsoft Word and internet connection is essential

SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email, direct message through the eLearning portal and telephone.

Your trainer will also provide half hour blocks of personal coaching by prior appointment if needed. You will have access to 2 x half hour blocks of personal coaching included in your course fees however if you require additional coaching further charges may be incurred.

Additional one on one coaching is available at an hourly rate for those who need it.

BSB50420 Diploma of Leadership and Management - eLearning



UNIT CODE	UNIT TITLE
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
BSBXC501	Lead communication in the workplace
BSBLDR522	Manage people performance
BSBSTR502	Facilitate continuous improvement
BSBOPS504	Manage business risk
BSBWHS414	Contribute to WHS risk management
BSBWHS412	Assist with workplace compliance with WHS laws

NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment towards or issuance of the full BSB50420 Diploma of Leadership and Management.

INVESTMENT:



COST	ELEARNING OPTIONS
\$ 300	Per individual unit
\$ 2600	New Student Full course (twelve units)
\$ 2300	Returning Trainwest Student Full course (twelve units)



PAYMENT PLAN: All clients have access to Trainwest’s interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more Fee information including our Refund Policy and procedure.