




Course Brochure – BSB51918 Diploma of Leadership and Management (CRICOS Course Code: 103201A)

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Location of course	Unit 101 and 102, 991 Whitehorse Road, Box Hill VIC 3128
Delivery mode	Face to face (Classroom based)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week (<i>may be more or less depending on learner's pre-existing skills and knowledge</i>)



BSB51918 Diploma of Leadership and Management

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.

Course Entry Requirements:

There are no pre-requisites for any of the units of competency contained within it. This course is available to all international students and Melbourne College of Business and Technology requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have successfully completed Australian year 12 or equivalent
- Are at least at age of 18 on the date of course commencement
- **Please Note:** all the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.



Covid-19 Variation to Delivery and Assessment Strategy

Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Student must have sound digital literacy.
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRTO 2015, Melbourne College of Business and Technology would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

During COVID-19 (coronavirus) outbreak, Melbourne College of Business and Technology will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Melbourne College of Business and Technology aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Melbourne College of Business and Technology will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Orientation:

New student Orientation will be done via phone, e-mail and Zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions.

If you have any questions regarding this process, please contact +61 (3) 9018 5699 or enquiry@mcbt.vic.edu.au. Please email or call the Student administration should you require any additional support.

Classes

During Covid-19, Melbourne College of Business and Technology will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class; or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment,



student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

Current Situation

Guided by the government advice and our own assessment, we will begin permitting more essential learning, support sessions, delivery and assessment and other related activities back on campus in the coming weeks. Students will be advised from time to time. To ensure we are carefully managing the number of students, staff and trainers/assessors on campus, Melbourne College of Business and Technology will initially provide specific approval (on a case-by-case basis) for anyone to attend campus. For further details, please refer to:

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/latest-information-and-updates-student-support>

<https://covid19.homeaffairs.gov.au/student-visa>

<https://www.studyinaustralia.gov.au/English/Study-in-Australia-student-support/travel-visas>

<https://www.coronavirus.vic.gov.au/education-information-about-coronavirus-covid-19>

<https://www.coronavirus.vic.gov.au/work-and-study-victoria-last-step#can-i-still-go-to-my-classes-at-tafe-college-or-university>

<https://www.studymelbourne.vic.gov.au/news-updates/coronavirus-covid-19-faqs>

Online options

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

Assessment

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

Support

All staff at Melbourne College of Business and Technology will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Melbourne College of Business and Technology will also provide online academic and language support and student support staff are always here to help.

OFFSHORE: Current and New Students

Please note that the Australian Government has closed entry into Australia. This excludes permanent resident, Australian citizens and their immediate family members.



In summary:

- Some students currently offshore will be allowed to commence their studies online.
- The admissions process will be the same.
- Students will need to have meet all language, literacy and numeracy requirements.

Pathways:

Once students have successfully completed BSB51918 Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams. The further study pathways available to students who undertake this qualification include:

- BSB61015 Advanced Diploma of Leadership and management
- Other Advanced Diploma, Diploma or Degree programs in related fields such as business, management, marketing.
- Graduate Certificate or Graduate Diploma courses.

Course Structure:

A total of 12 Units (4 Core and 8 electives) must be completed and deemed competent to achieve the qualification BSB51918 Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBWOR502	Lead and manage team effectiveness	Core
BSBMGT517	Manage operational plan	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBLDR511	Develop and use emotional intelligence	Core
BSBPMG522	Undertake project work	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBMGT502	Manage people performance	Elective
BSBMGT516	Facilitate continuous improvement	Elective
BSBWRK520	Manage employee relations	Elective
BSBHRM513	Manage workforce planning	Elective
BSBRK501	Manage risk	Elective
BSBSUS501	Develop workplace policy and procedure for sustainability	Elective



Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

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

Facilities and Resources

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. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Privacy Policy

Information collected about an individual learner or intended applicant in Written Agreement and Acceptance of Offer and during the student enrolment, can be provided by Melbourne College of Business and Technology, the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, Melbourne College of Business and Technology is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by Melbourne College of Business and Technology for statistical, administrative, regulatory and research purposes. Melbourne College of Business and Technology may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.



Personal information that has been disclosed to NCVET may be used or disclosed by NCVET for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

For further details, please refer to <https://www.ncver.edu.au/privacy>.

Further Information

For all further details, please refer to International Student Handbook available on www.mcvt.vic.edu.au for all related policies and procedures and other important information related to international students including Covid-19, living cost, life and study in Australia, etc.

Please contact the Administration Manager at +61 (3) 9018 5699 or enquiry@mcvt.vic.edu.au for further information

Fee information

Please contact Melbourne College of Business and Technology at +61 3 9018 5699 for further details and ongoing specials (if applicable) on pricing. Please refer to Fee and Refund Policy for further details on fees and refunds arrangements

Further Information

Contact the Administration Manager at info@mcvt.vic.edu.au or +61 018 5699 or refer to www.mcvt.vic.edu.au for further information.