



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO Code: 6251 | CRICOS: 02747G

BSB51915 Diploma of Leadership and Management

Course Code: 095359E

Create your career goals and challenge the status quo with and inspired leadership qualities. Learn concepts and skills to inspire and engage others for performance, innovation and satisfaction. At the Australasia International School, we understand the importance of strategic management and Innovation, when studying Leadership and Management you will learn how to liaise with stakeholders, ensure team effectiveness and achieve your goals in Management.

This qualification reflects the role of the 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.



Australasia International School
Sydney City Campus: Level 14, 233 Castlereagh Street, Sydney, NSW 2000 | Burwood Campus: 35A Burwood Road, Burwood, NSW 2134
Telephone: +61 2 8278 7232 | Email: info@aischool.com.au | Web: www.aischool.com.au
National Provider Code: 6251 | CRICOS Provider Number: 02747G

BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT

ENTRY REQUIREMENTS

Minimum of 18 years, Overall IELTS score of 5.5 or equivalent

LEARNING AND ASSESSMENT

Ability to obtain, interpret, evaluate and present information from a variety of sources (reading, researching the internet or via other assistive technology) Written knowledge assessment, projects, case studies and observation assessments

SUPPORT SERVICES

Where the student is experiencing any personal difficulties s/he should be referred to the Faculty Educator/ Manager who will seek to assist. If the students' needs exceed the AISchools support capacity, it will refer the student to the appropriate external agency

Blended Delivery

15 hours face to face facilitation + 5 hours online delivery

PACKAGING RULES

Total number of units: 12

4 Core Units

8 Electives units

The elective units are relevant to the work environment and the qualification, and contribute to a valid, Industry supported vocational outcome based on the industry consultation undertaken

Unit Code	Unit Code	Core / Elective
BSBLDR501	Develop and use emotional intelligence	Core
BSBMGT517	Manage operational plan	Core
BSBLDR502	Lead and manage effective workplace relationships	Core
BSBWOR502	Lead and manage team effectiveness	Core
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems	Elective
BSBRISK501	Manage risk	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBMGT502	Manage people performance	Elective
BSBMGT516	Facilitate continuous improvement	Elective
BSBWHS501	Ensure a safe workplace	Elective
BSBADM502	Manage meetings	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

Before commencing online study, the need to access learning materials, complete research, prepare and submit assessment tasks and interact with trainers and other students will be required;

Basic requirements:

- A computer with high-speed internet access, a sound card, microphone and speakers.
- An up-to-date operating system, such as Microsoft Vista or later or Mac Os X or later.
- The latest version of any of these web browsers: Firefox [most compatible], Chrome or Safari
- Microsoft Office or similar [example: GoogleDocs or OpenOffice]
- Adobe Acrobat Reader
- File compression/zip software
- Access to an email

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COURSE DURATION

12 Months (4 Terms)

Please note: 10 weeks per term

INDICATIVE COURSE COST

\$8000 Tuition Fee, \$200 Enrolment Fee, \$200 Material Fee

*All prices in \$AUD

REFUND POLICY

Australasia International School(AIS) will refund:

1. If the Australian Government has refused to grant a visa:
 - a) If the Australian government refuses a student visa, the refund amount will be tuition fees in full.
 - b) The refund will be made within 28 days (or 4 weeks) of receiving a student's written claim and certified evidence of the Department of Home Affairs (DHA) rejection of the visa application.
2. If AIS is unable to offer the course or the course is cancelled, then AIS will refund all course money in accordance with the provisions of sections 27 and 29 of the Education Services for Overseas Students Act 2000.
3. If the application for a refund is received more than 28 days (or 4 weeks) before the enrolment date of the course:
 - a) 80% of the total course fee will be refunded.
 - b) The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a student's written claim.
4. If the application for a refund is received less than 28 days (or 4 weeks) before the enrolment date of the course:
 - a) 50% of the total course fee will be refunded.
 - b) The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a student's written claim.
5. No refund will be granted once the enrolment period has commenced in relation to points 3 and 4 above.
6. There will be no refund on enrolment fee, accommodation arrangement fee and airport pickup service fee.
7. Refunds will only be made back to the original payment account/card that the funds were received from -cash refunds will not be issued.
8. This agreement does not remove a student's right to take further action under Australia's consumer protection laws

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