

2019 first year of the course

BSB51918 Diploma of Leadership and Management

Criteria: 12 units

4 core units, 8 elective units selected

Type of unit	Unit code	Competency unit name	Face-to-face hours
Term 1A/2019			7 Jan 19 – 10 Feb 19
Elective*	BSBMGT502	Manage people performance	100
Term 1B/2019			11 Feb 19 – 10 Mar 19
Elective*	BSBMGT502	Manage people performance	80
Term 2A/2019			8 Apr 19 – 12 May 19
Elective*	BSBR501	Manage risk	100
Term 2B/2019			13 May 19 – 9 Jun 19
Elective*	BSBCUS501	Manage quality customer service	80
Term 3A/2019			8 Jul 19 – 11 Aug 19
Elective*	BSBADM506	Manage business document design and development	100
Term 3B/2019			12 Aug 19 – 8 Sep 19
Elective*	BSBADM506	Manage business document design and development	80
Term 4A/2019			7 Oct 19 – 10 Nov 19
Elective*	BSBWHS501	Ensure a safe workplace	100
Term 4B/2019			11 Nov 19 – 8 Dec 19
Core	BSBWOR502	Lead and manage team effectiveness	80
First year – 1 core unit and 5 electives			720

* Elective units which selected from the elective list

2020

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4 core units, 8 elective units selected

Type of unit	Unit code	Competency unit name	Face-to-face hours
Term 1A/2020			6 Jan 20 – 9 Feb 20
Elective*	BSBFIM501	Manage budgets and financial plans	100
Term 1B/2020			10 Feb 20 – 8 Mar 20
Elective*	BSBFIM501	Manage budgets and financial plans	80
Term 2A/2020			6 Apr 20 – 10 May 20
Core	BSBLDR511	Develop and use emotional intelligence	100
Term 2B/2020			11 May 20 – 7 Jun 20
Core	BSBLDR502	Lead and manage effective workplace relationships	80
Term 3A/2020			6 Jul 20 – 9 Aug 20
Elective*	BSBHRM506	Manage recruitment, selection and induction processes	100
Term 3B/2020			10 Aug 20 – 6 Sep 20
Elective*	BSBHRM506	Manage recruitment, selection and induction processes	80
Term 4A/2020			5 Oct 20 – 8 Nov 20
Core	BSBMGT517	Manage operational plan	100
Term 4B/2020			9 Nov 20 – 6 Dec 20
Elective*	BSBWOR501	Manage personal work priorities and professional development	80
			720

* Elective units which selected from the elective list