

Course Aims

The aim of this course is to reflect the role of employees 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 Duration

52 weeks (including break)

Intakes and Course Fee

2017: 13 Feb, 01 May, 17 July, 02 Oct

2018: 19 Feb, 07 May, 23 July, 08 Oct

Please refer to the website for course fee.

Mode of Delivery

Face to Face/ on campus

Job Roles and Titles May Include:

Job roles and titles vary across different industry sectors. Possible job title relevant to this qualification is Manager.

Entry Requirements

There are no entry requirements although a Certificate IV in Business is a preferred pathway.

International students entering this qualification must have an English Language proficiency level of one of the below:

- IELTS band score of 5.5 or an equivalent internationally recognised exam result in line with DIBP regulations (<http://www.border.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>)
- or
- IELTS band score of 5.0 then satisfactory completion of an Upper Intermediate ELICOS or EAL or EAP program up to 20 weeks
- or
- Completion of at least upper intermediate ELICOS from a NEAS quality-endorsed centre (<http://www.neas.org.au/studentsagents/centre-locator>) or a member college of English Australia (https://www.englishaustralia.com.au/college_courses.php?id=113 or
- studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States
- or
- within two years of your application date have successfully completed in Australia
 - a foundation course
 - a Senior Secondary Certificate of Education or
 - a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

Oxford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. Those students who gain less than 70% at the English Proficiency Test (EPT) will be required to undertake an ELICOS or ESL program up to 20 weeks at Upper Intermediate level.

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. Applicants wishing to have Recognition of Prior learning should complete the relevant RPL application form available from student administration.

Course Structure

To achieve a Diploma of Leadership & Management, 12 units must be completed:

- 4 core units
- 8 elective units

Unit Codes	Unit Names
Core	
BSBLDR501	• Develop and use emotional intelligence
BSBMGT517	• Manage operational plan
BSBLDR502	• Lead and manage effective workplace relationships
BSBWOR502	• Lead and manage team effectiveness
Electives	
BSBWOR501	• Manage personal work priorities and professional development
BSBRISK501	• Manage risk
BSBADM502	• Manage meetings
BSBMGT502	• Manage people performance
BSBSUS501	• Develop workplace policy and procedures for sustainability
BSBFIM501	• Manage budgets and financial plans
BSBMKG502	• Establish and adjust the marketing mix
BSBMKG501	• Identify and Evaluate Marketing Opportunities

*Elective units are subject to change.

Assessment

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customisation to address specific needs and learning situations. Students will undertake both progressive and summative assessments, which may include:

- Observation of ongoing activities
- Written assignments
- Presentations and oral assessment
- Role plays
- Observation of group discussion
- Tests

Candidates will undertake informal assessment on an ongoing basis. This assessment will be used by the trainer to monitor candidate progress and to provide appropriate feedback. The informal assessments do not contribute to the results achieved by a learner. Learners should be aware that all competency based tasks must be completed by the submission due date.

Requirements to Receive the Qualification

To receive a qualification, students are required to successfully complete all units of competence for the qualification level.

Resources and Equipment

Ozford has facilities and systems that include modern general purpose rooms & computer labs with Internet access and printers, multi-functional photocopiers and wireless internet access.