Australian Government

BSB51918 Diploma of Leadership and Management

Release 2

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Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 4.0. Version created to update Elective Unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 3.0.

Qualification Description

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

4 core units *plus*

8 elective units, of which:

- 4 elective units must be selected from Group A
- up to 4 may be additional units from Group A or Group B
- if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package

- if not listed below, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBLDR502 Lead and manage effective workplace relationships

BSBLDR511 Develop and use emotional intelligence

BSBMGT517 Manage operational plan

BSBWOR502 Lead and manage team effectiveness

Elective Units

Group A

BSBCUS501 Manage quality customer service

BSBFIM501 Manage budgets and financial plans

BSBHRM405 Support the recruitment, selection and induction of staff

BSBINN502 Build and sustain an innovative work environment

BSBIPR501 Manage intellectual property to protect and grow business

BSBLDR504 Implement diversity in the workplace

BSBLDR513 Communicate with influence

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

BSBMGT518 Develop organisation policy

BSBMGT519 Incorporate digital solutions into plans and practices

BSBMGT520 Plan and manage the flexible workforce

BSBPMG522 Undertake project work

BSBRSK501 Manage risk

BSBWHS501 Ensure a safe workplace

BSBWOR501 Manage personal work priorities and professional development

Group B

BSBADM502 Manage meetings

BSBCOM503 Develop processes for the management of breaches in compliance requirements

BSBFRA502 Manage a franchise operation

BSBHRM511 Manage expatriate staff

BSBHRM512 Develop and manage performance-management processes

BSBHRM513 Manage workforce planning

BSBINM501 Manage an information or knowledge management system

BSBINN501 Establish systems that support innovation

BSBLED501 Develop a workplace learning environment

BSBMGT521 Plan, implement and review a quality assurance program

BSBMKG507 Interpret market trends and developments

BSBMKG512 Forecast international market and business needs

BSBREL502 Build international business networks

BSBSLS501 Develop a sales plan

BSBSLS502 Lead and manage a sales team

BSBSUS501 Develop workplace policy and procedures for sustainability

BSBWRK520 Manage employee relations

BSBXCM501 Lead communication in the workplace

Qualification Mapping Information

Supersedes and is equivalent to BSB51915 Diploma of Leadership and Management

Links

Companion Volume Implementation Guide is found on VETNet -
https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da40
7e23c10