MONASH STUDENT ASSOCIATION

Training and Professional Development

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Information Booklet

BSB50420

Diploma of Leadership and Management

Contents

MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.

Monash Student Association (Clayton) Inc.
RTO No. 21526

Program Information

MSA Training and Professional Developments works in collaboration with industry and training specialists to develop a program that is flexible and relevant to industry needs.

All courses are delivered as classroom-based courses and all sessions are held on our Clayton campus. Throughout your learning program you will cover a variety of knowledge and skills and be given activities and assessments to complete both within the classroom and at home.

The opportunity to study at MSA Training and Professional Developments in open to everyone. We encourage people with a disability and people from diverse backgrounds to apply.

This booklet will guide you through a range of information relevant to this particular qualification. It is designed to be read in conjunction with the Student Information Handbook so please ensure you read and understand all aspects of both documents prior to enrolling.

Contacts

Course enquiries:
Student Service Officer
msa-monashtraining@monash.edu
03 990 53180

Group bookings:
Professional Development Officer
msa-monashtraining@monash.edu
03 990 51074

BSB50240 Diploma of Leadership and Management
Course description

The BSB50240 Diploma of Leadership and Management is a highly sought after qualification designed to develop your leadership skills to management level and beyond. This course will assist you to develop initiative and judgement in planning, organising, and monitoring employee's workloads as well as your own. You will learn to communicate and support individuals and teams to meet organisational or enterprise requirements and strategies. Learn to identify, analyse and synthesise from a variety of sources and transfer their knowledge to others.

Examples of potential career and job outcomes may include:
- Manager
- Senior Manager
- Product Manager
- Service Manager
- Business Development Manager
- Head of Department

Why study this course?
- Succeed as a respected manager and leader
- Study part-time to balance your work and family commitments
- Learn from our brilliant trainers who are highly qualified and have extensive industry experience
- Study with a prestigious training provider with a reputation for quality
- Manage the performance of staff
- Facilitate continuous improvement in the workplace
- Get the skills employers really want
- Unlock your leadership potential
- Undertake project-based work
- Lead successful teams
- Advance your career

Where can I study this course?

This course is available at:

- Online via Zoom
- In person at Monash University Clayton Campus
- At your workplace – for private groups of 10 or more

Entry requirements

There are no formal entry requirements for this course. However, it is recommended that students complete the Certificate IV in Leadership and Management or other equivalent managerial/leadership qualification. It is also recommended that students have formal experience in a team leader/supervisory/managerial role. Alternatively, students may have no formal qualification but have several years of substantial relevant vocational experience in a team leader/supervisory/managerial role.

Students will require a sound understanding of how to navigate computers along with software (Word, Excel), opening and closing documents, saving documents, typing and using the internet for researching and emails. Students who are not confident using computers are welcome to enrol in one of the short compute courses provided by MSA Training and Professional Development.

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. For those with difficulty filling out the LLN form MSA Training and Professional Development offers a beginner's ESL and individual ESL classes. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.

Assessment methods and requirements

Assessment will include trainers conducting observations while students are on placement, written knowledge questions, and classroom activities, role plays and projects.
Assessments are to be submitted to your trainer within 4 weeks of the unit/cluster.

Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

The Executive Officer is responsible to ensure that there are suitable arrangements to provide records of student outcomes to ASQA in the event that MSA Training and Professional Development ceases to operate. This will be provided via an AVETMISS report encompassing all activity data for the duration of MSATPD operation. If circumstances are such that MSATPD are not able to carry on operations, the RTO Director is to advise ASQA immediately of this decision and provide advice regarding impact on currently enrolled students. MSATPD has a responsibility to transfer these enrolments to another RTO with least disruption to individual students. On ceasing operations, MSATPD is to, facilitate currently enrolled students transfer to another RTO, issue these students with an appropriate refund for service not provided, and issue students with a Statement of Attainment based on completed units of competency.

Pathways

This qualification opens up a world of opportunities for students upon completion.

Advanced Diploma level qualifications in a similar field (eg. BSB61015 Advanced Diploma of Management) would be a suitable training pathway and would support career progression. The Diploma of Leadership and Management from MSA Training and Professional Development can also be used as a pathway into several tertiary qualifications within Monash University. If this is your goal, please discuss the entry requirements with us.
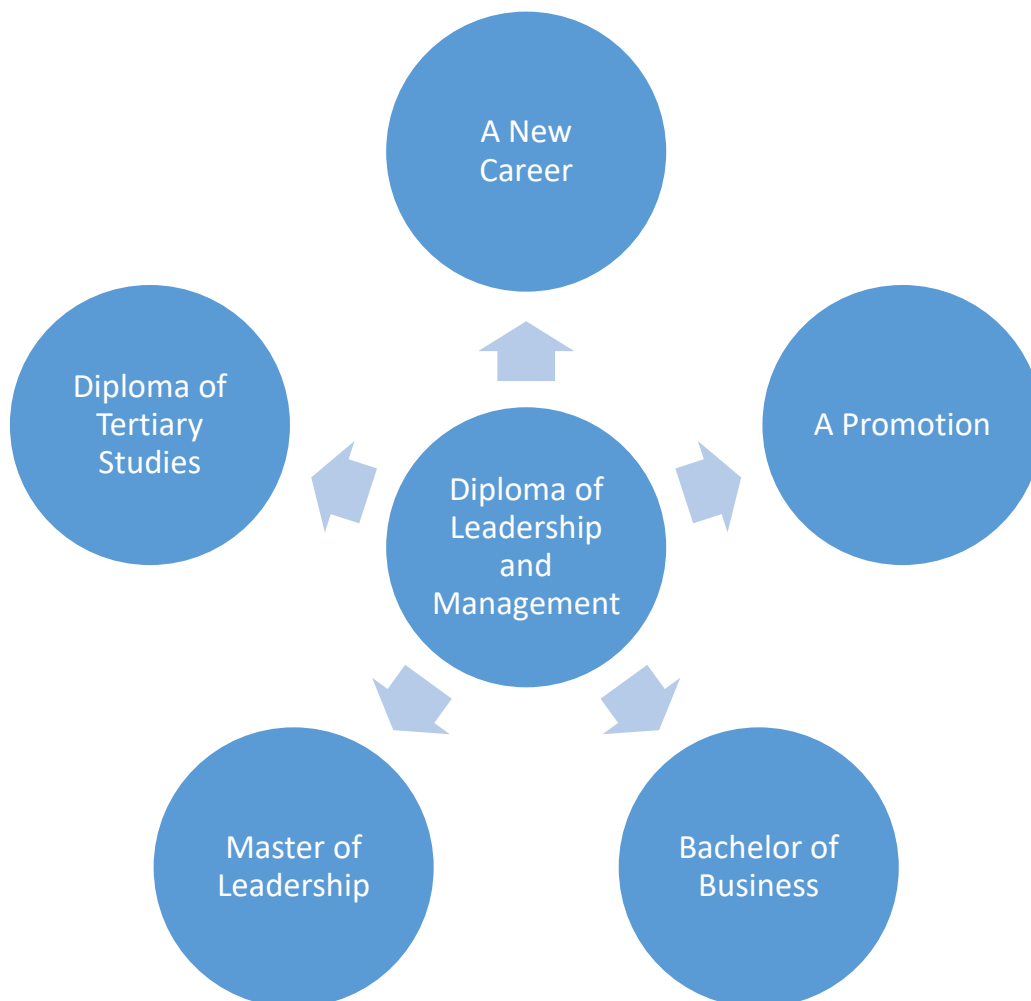
Timetable

The nationally recognised course is studied part time for 13 daytime sessions on a fortnightly or monthly basis.

This timetable and the order of units is subject to change. Please speak to the office for more information or to confirm dates.

Class and study estimated times

Please use these nominal hours as a guide only, times will vary depending on your learning style, skills and prior knowledge. Indicative nominal hours are a **guide only** and will depend on individual units of competency and time spent on classroom learning, private study, reading, research, group activities and working on assessments.

Estimated	
Pre-course reading and research:	2-4 hours
Total classroom (face-to-face) hours:	84.5 hours
Independent study/reading/research:	10 hours per week
Practical work placement:	Nil
Additional Support Days (face-to-face):	14 hours
Completion of assessments:	300

You have approximately 4 weeks after each unit to hand in your assessment. Extensions granted for special circumstance applications only. Fees may apply.

Course syllabus

This qualification contains 12 units of competency. 6 Core and 6 Electives

Unit of competency	What you will learn
BSBTWK502 Manage team effectiveness	• Establish team performance plan • Develop and facilitate team cohesion • Facilitate teamwork • Liaise with stakeholders
BSBOPS502 Manage business operational plan	• Establish operational plan • Manage resources Acquisitions • Monitor and review operational performance
BSBPEF502 Develop and use emotional intelligence	• Prepare to develop emotional intelligence • Develop emotional intelligence • Promote development of emotional intelligence in others

BSBLDR523 Lead and Manage effective workplace relationships	• Establish effective workplace relationship processes • Manage effective workplace relationships • Review management of workplace relationships
BSBCRT511 Develop critical thinking in others	• Assess individual and team critical and creative thinking skills • Provide feedback to team members on performance of tasks • Identify additional support required for teams and individuals
BSBCMM511 Communicate with influence	• Conduct meeting and contribute to discussions • Prepare presentation according to desired outcomes • Identify information that may be subject to confidentiality and manage appropriately
BSBSTR502 Facilitate continuous improvement	• Identify current systems and processes that facilitate continuous improvement • Identify and evaluate ways in which planning and operations could be improved • Seek feedback from relevant stakeholders on systems and processes
BSBPEF501 Manage personal and professional development	• Support others to develop work goals, plans and activities that align with their responsibilities • Assess and prioritise personal, team and organisational demands • Participate in personal and professional development activities that address identified needs, priorities and plans
BSBHRM415 Coordinate recruitment and onboarding	• Establish recruitment requirements and authority to fill position • Organise and conduct interviews and selection activities according to organisational policies and procedures • Provide feedback to candidates according to organisational policies and procedures
BSBLDR522 manage people performance	• Develop and confirm performance standards and key performance indicators with relevant staff • Monitor and evaluate performance according to performance standards and key performance indicators • Reinforce excellence in performance through recognition and continuous feedback
BSBHRM523 Coordinate the learning and development of teams and individuals	• Identify learning requirements of teams and individuals according to requirements of organisation and available learning opportunities • Recognise workplace achievement by relevant recognition, feedback and rewards • Record and report learning and development of teams and individuals
BSBTWK501 Lead diversity and inclusion	• Identifies, analyses and evaluates complex texts to determine particular diversity requirements • Participates in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding • Selects, implements and seeks to improve protocols governing communications to clients and co-workers in a range of work contexts

Recognition of Prior Learning (RPL)

RPL is an assessment process that can give you an opportunity to gain formal recognition—i.e. a qualification or statement of attainment— for knowledge and skills you have attained through informal learning, work and life experiences. If you think you may be able to gain RPL for any of the BSB50420 units, please speak to us to request an RPL Information Handout. Note that RPL is a rigorous, evidence-based form of assessment so you will need to be able to supply evidence for any units for which you are applying for RPL.

Credit Transfers (CT)

Credit Transfer is a process used to recognise qualifications and Statements of Attainment issued by any other RTO or TAFE. If you have successfully completed any of the units in the course in which you are enrolling, or their equivalent, you may be eligible for credit transfer. Where credit transfer is granted you will be considered to have already successfully completed the unit(s), and will not have to participate in training or assessment activities for that unit(s). In determining where credit transfer may be granted, MSA Training and Professional Development must be confident of the currency of the applicant's knowledge. In fields where practice/technology is changing rapidly, credit transfer may not be granted where knowledge of unit(s) has dated.

MSA Training and Professional Development will recognise AQF qualifications and Statements of Attainment issued by any RTO.

CT Applications must be completed prior to course commencement.

Assessments

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (eg. giving presentations in class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding Assessment and Extension Processes.

Materials

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This

will save you from having to do this at home. Please speak to us if you would like to borrow a laptop to use in class.

For online courses, you will need access to a computer which has video/audio capability, internet access and a web browser.

Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.

Studying online via Zoom

We are excited to announce that this course is now being delivered remotely online in real-time via Zoom. This is just like being in the classroom, with interaction and support from your trainer and engagement with your classmates, but all from the comfort and safety of home.

This is not a self-paced course. You will need to login at set dates/times as per your timetable and the class will be run 'live'.
Zoom is user-friendly and does not require any specialised software, just internet access. Zoom can also be used on smartphones/tablets by downloading the free Zoom app.

Fees
Government funding

This training is delivered with Victorian and Commonwealth government funding to eligible Victorian students under the State Government's Skills First program. Contact us to discuss your eligibility or more information can be seen here: https://www.skills.vic.gov.au/s/how-to-check-your-eligibility

	Government Funded				Aboriginal/ Torres Strait Islander	Non-funded				Materials Fee
	Full		Concession			Full		Concession		
Total nominal hours	Fee per hour	Total fee	Fee per hour	Total fee	Total tuition fee	Fee per hour	Total fee	Fee per hour	Total fee	
710	$1.40	$994.00	NA	NA	$0.00	$5.50	$3,905.00	$5.22	$3,706.20	$0.00

These fees are inclusive of all learning materials and assessments.

Course fees must be made prior to course commencement. Generally, $600 will be taken as a deposit for upfront payments, with the balance to be paid via a payment plan or Request for Invoice/purchase order (eg. If your employer is paying).

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

Refunds and Transfers

Refer to the Refund/Transfer policy, which is listed on our website, regarding impacts on payment plans should you wish to withdraw, as once the course commences you will still be required to pay your fees in full, including any remaining instalments.

Payment plans

Payment plans are processed by Ezypay, an external direct debit provider. If you would like to enrol into a course with a payment plan, please contact the office for the Payment Plan Application. Payment plans comprise a deposit paid upon enrolment followed by fortnightly instalments.

Installation	Funded Concession	Funded Full Fee	Non-Funded Concession	Non-Funded Full Fee
Deposit at enrolment		$494.00	$495.20	$525.00
Fortnight 1		$100.00	$247.00	$260.00
Fortnight 2		$100.00	$247.00	$260.00
Fortnight 3		$100.00	$247.00	$260.00
Fortnight 4		$100.00	$247.00	$260.00
Fortnight 5		$100.00	$247.00	$260.00
Fortnight 6			$247.00	$260.00
Fortnight 7			$247.00	$260.00
Fortnight 8			$247.00	$260.00
Fortnight 9			$247.00	$260.00
Fortnight 10			$247.00	$260.00
Fortnight 11			$247.00	$260.00
Fortnight 12			$247.00	$260.00
Fortnight 13			$247.00	$260.00
Fortnight 14			$247.00	$260.00
Total	-	**$994.00**	**$3,706.20**	**$3,905.00**

Additional fees

Item	Fee
Transfer fee	$50.00
Refund fee	$300.00
Re-Print of Certificate	$22.00
Assessment extension per unit per month	$30.00
Learner Guide replacement fee	Varies $5-$200 per hardcopy book.

Unique Student Identifier

You will need a USI before you train with us commencing from 1st January 2015. You need to apply only once for this number. You will need to provide it to us on enrolment. Store this number somewhere safe and each time you do training with us or another organisation that offers nationally accredited training you will need to supply this USI each time you register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

RTO Cessation

MSA Training and Professional Development is committed to ensuring that students have the best possible opportunities to complete their training qualification. Should MSA Training and Professional Development be directed by ASQA or the Department of Education and Training to transfer their students to another RTO, or where MSA Training and Professional Development is ceasing operations as an RTO, suitable arrangements will be made for all currently enrolled students to transfer to another RTO.

How to enrol

We are no longer taking enrolment appointments at our office.
All enrolments are to be done online.

- Make sure you have read and understood all the information in the student handbook and in this course information booklet and ensure you meet the pre-requisites or other conditions of enrolment (Student Handbook is located on our website)
- Create a USI (Unique Student Identifier) through www.usi.gov.au
- Complete an enrolment form, pre-training review and Skills First Declaration form electronically.
- Take a photo or scan of your current Driver Licence; or a current Learner's Permit; or a Proof of Age/'Keypass' card
- Take a photo or scan of your Medicare card, Australian/NZ birth certificate; Naturalisation certificate or formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence. Please talk to us if you don't have any of these documents.
- If you are applying for a Concession rate; Take a photo or scan of any relevant concession cards such as healthcare cards or pension cards.
- Email all documents/photos/scans to msa-monashtraining@monash.edu
- Once received, our team will be in touch to discuss your application and finalise your enrolment.