



MONASH STUDENT ASSOCIATION  
Training and Professional  
Development

# Information Booklet

## BSB50420 Diploma of Leadership and Management



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# MSA Training and Professional Development

**MSA Training and Professional Development works in collaboration with industry and training specialists to develop programs that are flexible and relevant to industry needs. Our courses are delivered as either classroom-based training or real-time remote training via Zoom. They are taught in a supportive and engaging environment. Throughout your learning journey you will gain a variety of knowledge and skills and be given activities and assessments to complete within the classroom, at home or in your workplace.**

**The opportunity to study at MSA Training and Professional Development is 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.**



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**9905 3180**

**[msatraining.edu.au](https://msatraining.edu.au)**





# Why choose MSA Training and Professional Development?

## Continuous Improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and students and to our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

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## Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of trainers and assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

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## Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and receiving all the support they need. As we are a smaller RTO, we have the opportunity to get to know our students and can provide individualised support. MSATPD is part of MSA – a non-profit organisation located at Monash University in Clayton, Victoria. Meaning our aim is to provide a high-quality service, not to make money. The course fees are implemented to cover costs and improve services.

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## Support

Support services are available at MSATPD, including one on one tutoring in English and Computer skills, discounted counselling, Disability support, useful study guides, along with a number of other services. The MSA culture focuses on inclusivity, supporting the LGBTQI+ Community, acknowledging the traditional land owners.





# BSB50420 Diploma of Leadership and Management

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.



## 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

## Assessment methods and requirements

Assessment will include trainers conducting observations 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.

# Where can I study this course?



## 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, PowerPoint), opening and closing documents, saving documents, formatting documents, typing and using the internet for searching and emails. Students who are not confident using computers are welcome to enrol in one of the short computer courses provided by MSA Training and Professional Development.**

**Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you and identify any additional support you may need.**



# This course is suitable for:

- Depending on your experience and other qualifications, your career and job outcomes may include:

✓  
**Manager**

✓  
**Program Coordinator**

✓  
**Business Development Manager**

✓  
**Product Manager**

✓  
**Service Manager**

✓  
**Head of Department**

✓  
**Team Leader**

✓  
**Business Owner**

✓  
**Accounts Manager**

**Bachelor of Business**

**A Promotion**

**A New Career**

**Master of Leadership**

**Diploma of Tertiary Studies**

## Pathways

This qualification opens up a world of opportunities for students upon completion. Advanced Diploma level qualifications in a similar field (eg. BSB60420 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.



# 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. Those with some experience in training may find they take less time, similarly those who are new to the industry may find the higher end of the times listed will apply.

Estimated Hours	
Pre-course reading and research	2-4 Hours
Total Classroom Hours	84.5 hours
Independent study/reading/research	10 hours per week
Additional Support Days	14 hours
Completion of assessments	300 hours

## 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.

# 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 and requirements

**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. 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.**

**For online courses/ units, 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.**

# Course Syllabus

Unit of Competency	What you will learn
<b>BSBTWK502 Manage team effectiveness</b>	<ul style="list-style-type: none"> <li>• Establish team performance plan</li> <li>• Develop and facilitate team cohesion</li> <li>• Facilitate teamwork</li> <li>• Liaise with stakeholders</li> </ul>
<b>BSBOPS502 Manage business operational plan</b>	<ul style="list-style-type: none"> <li>• Establish operational plan</li> <li>• Manage resources Acquisitions</li> <li>• Monitor and review operational performance</li> </ul>
<b>BSBPEF502 Develop and use emotional intelligence</b>	<ul style="list-style-type: none"> <li>• Prepare to develop emotional intelligence</li> <li>• Develop emotional intelligence</li> <li>• Promote development of emotional intelligence in others</li> </ul>
<b>BSBLDR523 Lead and Manage effective workplace relationships</b>	<ul style="list-style-type: none"> <li>• Establish effective workplace relationship processes</li> <li>• Manage effective workplace relationships</li> <li>• Review management of workplace relationships</li> </ul>
<b>BSBCRT511 Develop critical thinking in others</b>	<ul style="list-style-type: none"> <li>• Assess individual and team critical and creative thinking skills</li> <li>• Provide feedback to team members on performance of tasks</li> <li>• Identify additional support required for teams and individuals</li> </ul>
<b>BSBCMM511 Communicate with influence</b>	<ul style="list-style-type: none"> <li>• Conduct meeting and contribute to discussions</li> <li>• Prepare presentation according to desired outcomes</li> <li>• Identify information that may be subject to confidentiality and manage appropriately</li> </ul>
<b>BSBSTR502 Facilitate continuous improvement*</b>	<ul style="list-style-type: none"> <li>• Identify current systems and processes that facilitate continuous improvement</li> <li>• Identify and evaluate ways in which planning and operations could be improved</li> <li>• Seek feedback from relevant stakeholders on systems and processes</li> </ul>



**BSBP501 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\***

- Identify, analyse and evaluate complex texts to determine particular diversity requirements
- Participate in discussions using listening and questioning to elicit the views of others and to clarify or confirm understanding
- Select, implement and seek to improve protocols governing communications to clients and co-workers in a range of work contexts

**This qualification contains 12 units of competency, consisting of 6 core and 6 elective\*.**

# 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 another 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.

# Fees

	Government Funded		Non-Funded	
Aboriginal or Torres Strait Islander (Materials Fee only)	Full	Concession	Full	Concession
\$0	\$994.00	–	\$3,905.00	\$3,706.20

**Payment plans are available.**

**Skills First funding is available for Australian/New Zealand citizens or permanent residents living in Victoria and who:**

- **Have not already commenced two Skills First subsidised qualifications this year; AND**
- **Are not already studying two other Skills First subsidised qualifications at the same time**
- **Are aged 17 years or older**

**Contact us to discuss your eligibility or more information can be found here:**  
<https://www.skills.vic.gov.au/s/how-to-check-your-eligibility>

## Unique Student Identifier

A USI is your individual education number for life. It also gives you an online record of your vocational education and training (VET) undertaken in Australia. You will to create your USI before you train with us and 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](http://www.usi.gov.au)



# How to Enrol

**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](http://www.usi.gov.au)**
- **Complete the enrolment form via our website**
- **Once the enrolment form has been completed, you will be sent an email to create an account on our student portal to complete a language, literacy and numeracy assessment, pre-training review and Skills First funding declaration form**
- **Send through your Medicare card or Australian/NZ birth certificate; or formal documentation confirming permanent residence.**
- **If you are applying for a Concession rate; submit any relevant concession cards such as healthcare cards or pension cards.**
- **Once you have submitted the required documents, our team will be in touch to discuss your application and finalise your enrolment.**





# Notable programs and departments within MSA:



**Period positivity – providing free feminine hygiene products**



**MSA's Indigenous department – providing support to all Aboriginals and Torres Strait Islanders throughout their studies.**



**MSA Women's department – creating a safe campus where you feel a sense of belonging.**



**MSA Disabilities and Carers Department – advocating for the needs of students with disabilities and student carers at Monash Clayton**



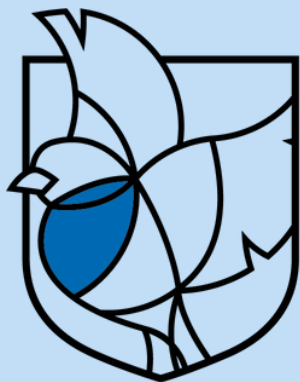
**MSA Queer department – Supporting all queer identifying and questioning individuals at Monash**



**Gender Affirmation at MSA – In 2022, MSA introduced Establishing Gender Affirmation leave where specific leave options are available for any MSA staff considering gender transition.**



**MSATPD Mental Health Resources – Free resources to assist anyone struggling with mental health conditions.**



MONASH STUDENT ASSOCIATION  
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RTO Number: 21526

**Find us online at:**

**[msatraining.edu.au](https://msatraining.edu.au)**



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