

UNIT SELECTIONS

BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT

ENTRY REQUIREMENTS

There are no prerequisites for entry into this course.

QUALIFICATION RULES

12 units are required for this qualification, consisting of:

- 4 CORE units, plus
- 8 electives units, of which;
 - 4 electives units must be selected from the Group A list below
 - Up to 4 elective units may be additional units from Group A units or Group B units listed below.
 - If not listed below, up to 2 electives may be selected from any other current Business Services qualification on Access Group Training's scope at a Diploma level or above.
 - If not listed below, 1 unit may be selected from another Diploma level qualification on Access Group Training's scope.

LEARNER'S NAME: _____

DATE: ____/____/____

CORE UNITS:

- ✓ BSBLDR501 Develop and use emotional intelligence
- ✓ BSBMGT517 Manage operational plan
- ✓ BSBLDR502 Lead and manage effective workplace relationships
- ✓ BSBWOR502 Lead and manage team effectiveness

ELECTIVE UNITS GROUP A: Please select 4 units from below Group A elective units:

- BSBCUS501 Manage quality customer service
- BSBFIM501 Manage budgets and financial plans
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBRSK501 Manage risk
- BSBWHS501 Ensure a safe workplace
- BSBWOR501 Manage personal work priorities and professional development

ELECTIVE UNITS GROUP B:

Please select 4 units from either the below units or from the above Group A elective units:

- BSBADM502 Manage meetings
- BSBHRM513 Manage workforce planning
- BSBINM501 Manage an information or knowledge management system
- BSBLED501 Develop a workplace learning environment
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWRK510 Manage employee relations

RECOMMENDED IMPORTED UNIT:

- BSBADM506 Manage business document design and development