



VIA EDUCATION

# LEADERSHIP & MANAGEMENT

## Course Guide

Are you looking for a leadership or management role? Take the first steps with a course that prepares you for tomorrow's leadership roles.

- **BSB51918 Diploma of Leadership and Management 098878B** (76 weeks)
- **BSB61015 Advanced Diploma of Leadership and Management 096035F** (76 weeks)

### WHO ARE THESE COURSES FOR?

These courses are designed for those seeking a broad range of leadership and management skills.

### ENTRY REQUIREMENTS

There are no specific entry requirements to this qualification stated in the training package. However, to achieve the best possible educational outcome, VIA Education has placed its own entry requirements:

All candidates must be over 18 years of age; and

Candidates must have completed Australian Year 12 or its overseas equivalent; or candidates must have completed Australian Qualifications Framework (AQF) Certificate III or higher qualification; or candidates with no formal qualifications will be assessed for Language Literacy and Numeracy (LLN) skills before a place can be offered.

International students must demonstrate at least an Upper Intermediate (IELTS 5.5 or equivalent) level of English prior to commencement.

### PACKAGING

These courses may be packaged together or taken individually.

### CAREER OPPORTUNITIES

Potential job roles may include supervisor, shift manager or team leader.

### DELIVERY MODE

All courses are delivered 75% face-to-face in the classroom environment and 25% online via Moodle platform. Additional study is required to achieve course outcomes.

### MORE INFORMATION

For more information, including full details of this training product and the enrolment procedure, please see our website at [via.edu.au/our-courses](http://via.edu.au/our-courses)



✉ [info@via.edu.au](mailto:info@via.edu.au)  
📍 Levels 4 & 5, 565 George Street  
Sydney NSW 2000

RTO ID 45076  
CRICOS Provider 03562G  
ABN 13 605 117 619

## INCLUDED UNITS - LEADERSHIP & MANAGEMENT COURSES

The following units are included in these courses:

### BSB51918 Diploma of Leadership and Management

BSBLDR511	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBWOR501	Manage personal work priorities and professional development
BSBMGT516	Facilitate continuous improvement
BSBFIM501	Manage budgets and financial plans
BSBPMG522	Undertake project work
BSBADM502	Manage meetings
BSBINN501	Establish systems that support innovation
BSBMGT502	Manage people performance
BSBWHS501	Ensure a safe workplace

### BSB61015 Advanced Diploma of Leadership and Management

BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
BSBINM601	Manage knowledge and information
BSBMGT608	Manage innovation and continuous improvement
BSBMGT616	Develop and implement strategic plans
BSBWHS605	Develop implement and maintain WHS management systems
BSBCOM603	Plan and establish compliance management systems
BSBMKG609	Develop a marketing plan
BSBRISK501	Manage risk
BSBHRM602	Manage human resources strategic planning