



Wesley Vocational Institute (WVI)

RTO Code 90091

BSB50420 – Diploma of Leadership and Management

Course details

Information session:	Upon enrolment application
Course dates:	TBA May / June 2025
Course duration:	13 Months
Workshops:	Mixed mode – Thursday's every 4 weeks
Location:	Based on Cohorts requirements
Work experience/placement:	Minimum hours as part of your normal workplace practices
Trainer/Assessor:	TBA

About the course

This program offers individuals a flexible and mixed mode opportunity to gain a qualification within a field of Leadership and Management that builds on their current skills and practices as leaders within their workplace.

Who should enrol

Existing workers who currently hold a Certificate III level qualification and/or are within a leadership position who are dedicated to making a commitment to studying and completing course requirements associated with accredited training in Leadership and Management.

Learning outcomes

Successful completion of this nationally accredited qualification enables individuals to build on their existing skills and strengths as leaders within industry, whilst also offering strong and varied personal development and career pathway opportunities. Individuals may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise from a variety of sources.

Attendance, study load and student support

Students will be required to:

- attend all scheduled classes, including workshops and simulated activities as scheduled in individual training plans;
- actively engage and participate in e-learning and undertake self-directed activities over the duration of the program of the program, including individual self-directed research, readings, case studies, projects, quizzes and other tasks (approximately 10 – 15 hours per unit of competency; online e-learning (LMS), self-directed);
- undertake theory and practical assessment activities (approximately 20-25 hours per unit of competency);

Details and expectations on activities will be provided in individual training plans. Student support is available per training plan or by appointment with trainer.

Work experience/placement

- Work experience will be completed throughout the course of your normal work conditions within your employment – no additional external work placement is expected.
- Your Trainer/Assessor will undertake skills demonstration and observation assessments at appointed intervals within your workplace or simulated environment throughout your program.
- The Training Plan/Competency Record will provide additional detail such as indicative timeframes of workplace visits, observations, and assessments to be conducted by the Trainer/Assessor to ensure learners are informed and prepared.

Assessment

Assessments will include a range of activities including role plays, simulations, written tasks, oral questions, projects and recorded observations in the workplace or simulated environments.

Entry requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Employed in a supervisory/managerial role within the community services sector.
- Have the support and endorsement of your employer.
- Proof of employment status - position description and/or resume.
- Be an Australian/New Zealand citizen or Australian Permanent Resident.
- NSW residency or employed by NSW employer
- Satisfactory level of English language, literacy and numeracy.
- Ability to commit to attendance and the study load for this course.
- IT literacy and reliable computer and internet access.

Course fees

This training is subsidised by NSW Government Smart and Skilled Funding. Student fees may apply. All course material is included.

Visit www.smartandskilled.nsw.gov.au for further information or contact us to find out if you are eligible for fee concessions.

How to apply

- Step 1:** Please contact the Newcastle office to discuss your enrolment on Natalie.murphy@wesleymission.org.au or 0456 961 052.
- Step 2:** A WVI representative will contact you with information session details.
- Step 3:** The WVI representative will provide you with your Smart and Skilled eligibility notification
- Step 4:** Attend WVI information session and complete mandatory language, literacy and numeracy (LLN) assessment.
- Step 5:** Upon completion of the LLN, a WVI representative will advise you if you have been accepted into the course and provide you with your detailed Training Plan.

Enrolment documentation

- ☐ Unique Student Identifier (USI) number (*apply here usi.gov.au*)
- ☐ Photo ID (*e.g. driver's license, photo card, passport*)
- ☐ Medicare card
- ☐ Proof of eligible welfare payment (*e.g. Centrelink income statement – if applicable*)
- ☐ Copies of qualifications to request Credit Transfer (*for equivalent units of competencies*)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. Please contact us on 1800 676 039 if you have any questions.

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BSBCMM511 Communicate with influence	BSBPEF502 Develop and use emotional intelligence
BSBCRT511 Develop critical thinking in others	BSBFIN501 Manage budgets and financial plans**
BSBOPS504 Manage business risk**	BSBLDR523 Lead and manage effective workplace relationships
BSBOPS502 Manage business operational plans	BSBST501 Establish innovative work environments**
BSBCMM412 Lead difficult conversations**	BSBHRM531 Coordinate health and wellness programs**
BSBTWK502 Manage team effectiveness	BSBSUS511 Develop workplace policies and procedures for sustainability**

**Elective units of competency are subject to change dependant on industry need.

For further information about Wesley Vocational Institute or the courses we offer call 1800 676 039 or visit wesleymission.org.au.

View our Wesley [Mission privacy policy here](#) or [download a copy here](#).

<https://www.wesleymission.org.au/about-us/governance/privacy-and-policies/privacy-policy/>