

	<p style="text-align: center;">Australian Education and Training Institute (AETI) Pty Ltd T/as Alpha Education House ABN : 58 164 980 027 ACN: 164 980 027 RTO Code : 46419 Email : info@alphaeducationhouse.edu.au Website: alphaeducationhouse.edu.au Address: PO Box 46, Austral NSW 2179 Tel : 0415 467 684</p>
BSB50420 Diploma of Leadership and Management (Learning) (Release 1)	



This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Employment Pathway

Employment opportunities for graduates of the BSB50420 Diploma of Leadership and Management (Learning) (Release 1) are diverse. They may find roles as team leaders, supervisors, or middle managers in areas such as business operations, human resources, project management, or customer service. Graduates may also pursue opportunities in specialized areas such as marketing, finance, or healthcare management, depending on their interests and career goals. Additionally, completing this diploma can enhance job prospects and open up new career pathways within their current organization or in new sectors.

Employment outcomes targeted by this qualification include:

Business Manager
Human Resources Manager
Sales Team Manager

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Learning Outcomes

This course, BSB50420 Diploma of Leadership and Management (Learning) (Release 1), equips participants with advanced skills necessary for various leadership and management roles across different sectors.

Individuals undertaking this course will be able to:

- Develop and apply a range of leadership and management skills to support team effectiveness, manage operational plans, and implement continuous improvement.
- Utilise well-developed cognitive and communication skills to identify, analyse, and synthesize information from a variety of sources to solve complex problems and make informed decisions.
- Demonstrate the ability to lead and manage team performance, providing leadership, guidance, and support to others while ensuring the achievement of team objectives.
- Manage budgets and financial plans, ensuring the effective allocation and utilization of resources to achieve organizational goals.
- Uphold and promote workplace diversity and ethical practices, ensuring compliance with relevant legislation and standards.



Through case studies, projects activities the course seeks to ensure that students develop the practical skills they need to commence work in a business environment.

The Course Facts

Duration: Maximum of 12 months from the date of commencement

Delivery mode:

100% self-paced online.

Course Structure:

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The course will be delivered over a one-year period.

Units of Competency

Code	Title	Core/ Elective
BSBPEF502	Develop and use emotional intelligence	core
BSBOPS502	Manage business operational plans	core
BSBLDR523	Lead and manage effective workplace relationships	core
BSBTWK502	Manage team effectiveness	core
BSBCMM511	Communicate with influence	core
BSBCRT511	Develop critical thinking in others	core
BSBOPS505	Manage organisational customer service	Elective
BSBFIN501	Manage budgets and financial plans	Elective
BSBWHS521	Ensure a safe workplace for a work area	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBTWK503	Manage meetings	Elective
BSBOPS504	Manage business risk	Elective

Course fees

P.O.A

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The students are required to pay the fees in two equal instalments.

There are no entry requirements by training.gov.au however:

- Be over the age of 18
- Demonstrate good command of written and spoken English
- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work experience.
- Provide your own Laptop and/or tablet

Alpha Education House expect that candidates have basic computer skills such as ability to open and shut down a computer, work with files and folders, basic knowledge in MS Word, and Excel, using the internet, email and search engines to complete learning and research activities. To meet virtual meeting requirements, learners must be able to independently use video conferencing system e.g., Teams (available free). Candidates are also expected to have adequate language, literacy, and numeracy skills to successfully complete the required competencies. Therefore, a pre-training suitability (an LLN Skills Test available on through LLN Robot) is required to determine if a student has sufficient LLN skills to absorb the breadth and depth of the learning outcomes. Foundation skills essential to performance are explicit in the performance criteria of each of unit of competency. Learners are encouraged to visit www.training.gov.au to find more details about the foundation skills applied to this qualification.

Recognition of Prior Learning and Credit Transfers

You can apply for recognition of prior learning, academic credit and work experience towards this qualification. During the course of your life, you will develop a wide range of skills and knowledge. Through work, volunteer roles, family commitments and various tasks undertaken in everyday life, you are building up a bank of knowledge. The evidence of these skills and knowledge accumulated can be used to help you gain a qualification.

Student Support, Welfare, and Guidance

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AEH assists all students in their efforts to complete their training program. If a student is experiencing any difficulties with his/her studies the student is to contact the trainer as the first line of support. If the matter requires more attention, then the student will be referred to the Director of Studies to assess the nature of the underlying problem and they will develop an appropriate action plan. At this point, an analysis of the nature of the problem will be undertaken to identify the key issue(s) such as language problems, time management problems, conceptual understanding etc.

Once a mutually agreed upon plan of action has been set out, this will be documented in the student file with feedback to the trainer including timelines for the actions to be undertaken and assessed for success or re-evaluation. AEH will make available its full resources to ensure the student achieves the required level of competency in the qualification.

Where the student is experiencing any personal difficulties s/he should be referred to the Director of Studies who will seek to assist. If the student's needs exceed AEH's support capacity, it will refer the student to an appropriate external agency. There are no fees charged for referral, although fees may apply for the accessed service.

Delivery Arrangements

The course will be delivered online on a Learning Management System and with the support using a video conferencing system, telephone, and via email. Learners will be studying at their own time and pace, following a delivery schedule provided at the commencement of the training, which include tentative duration for each unit of competency to complete and timeframe to submit the associated assessments.

After enrolment, the learner will be supported by providing a step-by-step guideline (via video conferencing) to navigate through the AEH LMS and explain the different sections and assessment tasks. The trainer and assessor will be provided with an Online Training to explain how they will work with the learners at different times of their training.

Candidates may choose to begin assessments in individual unit according to the delivery schedule when they have studied all the chapters and have sufficiently practiced relevant skills and therefore, feel confident about their learning. The training materials provide step-by-step instructions on work processes as well as case studies for learners to understand the real-life situations. Candidates may choose to consult with the assigned trainer/assessor before attempting the assessments.

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Video conferencing and recordings may be used to collect evidence of competency if required

The Trainer/assessor will keep track of progress and assist by regularly communicating with the learners by email or by responding to any of their inquiries via email., which keeps records of learner activities when studying online including any tasks they have completed so far. In case of significant gap in such activities where the trainer/assessor has reasonable ground to establish that the student is not making steady progress, the student will be contacted by the trainer/assessor to discuss any challenges they are facing. The trainer will initiate support session if needs arise

Application Process

To enrol into a course at Alpha Education House, applicants must complete the Student Enrolment Form available from the website. The form should be completed in full and submitted by email to: info@alphaeducationhouse.edu.au

When we receive your application, our Admissions Officer will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer (valid 30 days), invoice for initial payment of fees and provided with a Student Agreement for your review.

Once you accept the offer you are required to return the student agreement with the initial payment of fees.

For further information please contact:

Alpha Education House admissions Office on:

E-mail: info@alphaeducationhouse.edu.au

Phone: 0415 467 684

Please refer to the website and the Student Handbook for further details

Students should also visit: alphaeducationhouse.edu.au which gives more information about the study environment, course fees and refund policy and support services.

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The website covers the remaining general information that is relevant to all students

Please refer to the website and the Student Handbook for further details.

**** Please note: electives may vary by state and are subject to change to meet client and industry requirements.**

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