scopeVISION

# Recognition Pathway

BSB51915 Diploma of Leadership & Management

# Recognition Pathway

**BSB51915** DIPLOMA OF LEADERSHIP & MANAGEMENT

## Qualification Overview

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches. The BSB51915 Diploma of Leadership & Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

## Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Manager.

## Qualification Pathways Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

## Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB42015 Certificate IV in Leadership & Management or other relevant qualification/s; or
- providing evidence of competency in the majority of units required for the BSB42015 Certificate IV in Leadership & Management or other relevant qualification/s; or
- with vocational experience but without formal supervision or management qualification.

## Pathways from the qualification

After achieving the BSB51915 Diploma of Leadership & Management, learners may undertake the BSB61015 Advanced Diploma of Leadership & Management, or a range of other Advanced Diploma qualifications.

## Packaging Rules

A total number of **12 units** are to be completed comprising of

**4 core units** plus **8 elective units**, of which:

- 4 units must be from Group A
- Up to 4 units may be additional units selected from Group A or Group B
- If not listed, up to 2 electives may be from Diploma or above in the Business Services Training Package
- If not listed, 1 elective unit may be from any currently endorsed Training Package or accredited course at Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

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## 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

## Core Units

### Group A

- BSBCUS501 Manage quality customer service
- BSBFIM501 Manage budgets and financial plans
- BSBHRM405 Support the recruitment, selection and induction staff
- BSBINN502 Build and sustain an innovative work environment
- BSBLDR503 Communicate with influence
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBPMG522 Undertake project work
- BSBRSK501 Manage risk
- BSBWHS501 Ensure a safe workplace
- BSBWOR501 Manage personal work priorities and professional development

### Group B

- BSBADM502 Manage meetings
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBINM501 Manage an information or knowledge management system
- BSBINN501 Establish systems that support innovation
- BSBLED501 Develop a workplace learning environment
- SBMGT521 Plan, implement and review a quality assurance program
- BSBMKG507 Interpret market trends and developments
- BSBSLS501 Develop a sales plan
- BSBSLS502 Lead and manage a sales team
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWRK510 Manage employee relations

## Time Frame

The time frame in which each unit is completed will vary from person to person and industry to industry; as it is dependent upon the existing skills and knowledge of each participant.

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## Recognition of Learning

Scope Vision will provide all learners with the opportunity to apply for recognition of the skills they possess no matter how they were achieved. Scope offers Recognition of Prior Learning (RPL) to eligible applicants with a detailed Recognition Pathways Learning Guide available on our website www.scopevision.com.au. Under the principles of national recognition, Scope recognises all Qualifications and/or Statements of Attainment issued by another Registered Training Organisation and credit will be given accordingly.

## Learning and Assessment Pathway

Scope Vision specialised in the customisation of on premise initiatives. For further information please contact our office.

## Executive Coaching Pathway

Scope Vision offers this qualification via executive coaching. For further information download the program overview from our website.

## Considerations Before Enrolment

It is important to discuss your enrolment preferences prior to completing this enrolment form. In accordance with Scope Vision's Fees and Charges Policy, and in an effort to maximise your successful completion, we recommend enrolment in no more than 4 units at a time. Once a learner enrols via Recognition Pathway and an invoice is generated, no refund avenues are available.

## Fees and Charges

All fees and charges associated with the course are outlined. Your enrolment fee covers all administration and assessment costs (encompassing two resubmissions where required). In the event that you require a duplicate copy of your Statement of Attainment or Qualification a $25.00 fee is payable.

## To Enrol

To formalise your enrolment, please complete and return pages 7 - 10 of this document to:

PO Box 301 Guildford WA 6935

F (08) 9297 3664

E mailbox@scopevision.com.au

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awaken the leader within

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## Scope Vision Obligations

As a Registered Training Organisation (RTO code: 4685), all training and assessment delivered by Scope Vision is undertaken in accordance with the Standards for RTOs and the relevant Training Packages. Scope Vision is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as an RTO, our obligations to our learners, and relates to the industries in which we operate.

**Scope Vision will:**

- Provide training and support, learning resources, flexible delivery options, and assessment services to all enrolled learners.
- Ensure that all training and assessment materials are current and designed in consultation with industry.
- Offer Recognition of Prior Learning pathways to all learners at enrolment.
- Employ staff who are knowledgeable, appropriately qualified, objective and who always operate with integrity.
- Provide the relevant Certificate or Statement of Attainment for all learners assessed as competent in their Nationally Recognised Qualification or Units of Competence. This certificate will be produced in accordance with the Australian Qualifications Framework (AQF) and the Standards for RTOs 2015.
- Ensure it has a fair and reasonable fee structure which protects fees paid in advance and provides learners with access to refunds where applicable.
- Provide a healthy and safe environment for learners where they are treated fairly and equally.
- Maintain procedures for protecting the personal information of learners.
- Provide a simple and accessible complaints and appeals policy and process.

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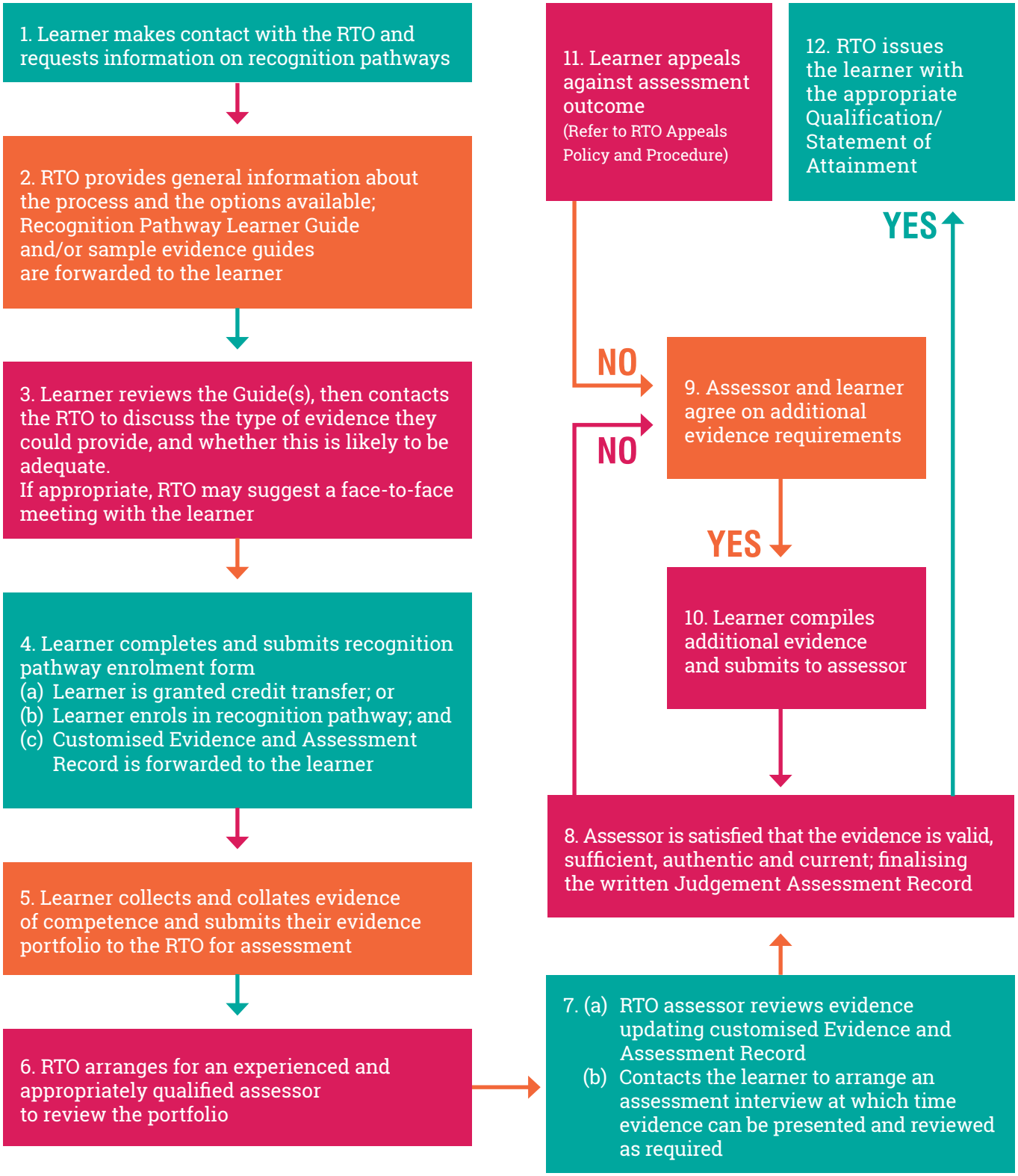
## Recognition Pathway to Completion



# Recognition Pathway

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## Student Enrolment Form (please use capitals)



### PERSONAL DETAILS

| | |
|---|---|
| FAMILY NAME (SURNAME) : | GIVEN NAMES: |
| DOB: | SEX: |
| HOME ADDRESS: | SUBURB |
| STATE: | POSTCODE: |
| POSTAL ADDRESS: | SUBURB: |
| STATE: | POSTCODE: |
| HOME TELEPHONE: | MOBILE TELEPHONE: |
| EMAIL ADDRESS: | |

UNIQUE STUDENT IDENTIFIER [USI]

From 1 January 2015 all students undertaking nationally recognised training will need to have a Unique Student Identifier (USI). Students will be able to use this USI to access their records and results of training completed with Australian registered providers from 1 January 2015 onwards.
SCOPE Vision is only permitted to issue you with a Qualification or Statement of Attainment if you provide us with your USI. If you do not have a USI, or cannot remember your USI, go to www.usi.gov.au to check your USI or to create a USI.

### WORK DETAILS

| | |
|---|---|
| COMPANY NAME: | |
| POSITION HELD: | SUPERVISOR NAME: |
| STREET ADDRESS: | SUBURB |
| STATE: | POSTCODE: |
| POSTAL ADDRESS: | SUBURB: |
| STATE: | POSTCODE: |
| WORK TELEPHONE: | MOBILE TELEPHONE: |
| WORK EMAIL: | |

### LANGUAGE AND CULTURAL DIVERSITY

| | | |
|---|---|---|
| IN WHICH COUNTRY WERE YOU BORN? | ☐ Australia<br>☐ Other (please specify) | |
| WHAT LANGUAGE DO YOU SPEAK A HOME? | ☐ English<br>☐ Other (please specify) | |
| HOW WELL DO YOU SPEAK ENGLISH? | ☐ Very Well<br>☐ Not Well | ☐ Well<br>☐ Not at all |
| ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? | ☐ No<br>☐ Yes, Torres Strait Islander | ☐ Yes, Aboriginal<br>☐ Both Aboriginal & Torres Strait Islander |

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## Student Enrolment Form (please use capitals)



### DISABILITY

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION? Yes / No

If YES, then please indicate the areas of disability, impairment or long-term condition:

- Hearing/Deaf
- Intellectual
- Mental Illness
- Vision
- Learning
- Physical
- Medical Condition
- Acquired Brain Impairment
- Other (please specify) :

### SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL (tick ONE box only)

- Year 12 or equivalent
- Year 11 or equivalent
- Year 8 or below
- Year 10 or equivalent
- Year 9 or equivalent
- Never attended school

IN WHAT YEAR DID YOU COMPLETE THAT SCHOOL LEVEL?

ARE YOU STILL ATTENDING SECONDARY SCHOOL? Yes / No

### PREVIOUS QUALIFICATIONS ACHIEVED

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

Yes / No

If YES, then tick ANY applicable boxes:

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I

### EMPLOYMENT

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOU CURRENT EMPLOYMENT STATUS? (tick one box only)

- Full-time employee
- Part-time employee
- Self-employed–not employing others
- Employer
- Employed–unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

### STUDY REASON

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE? (tick one box only)

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

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## Student Enrolment Form (please use capitals) 3/4

I will be paying using the following method (please tick)

__ CASH

__ CHEQUE — **Please make cheques payable to 'Scope Vision'**

__ CREDIT CARD — __ **I authorise Scope Vision to debit the following credit card:**
VISA __ MASTERCARD
CARD NUMBER EXPIRY /
CARD HOLDERS NAME (please print)
CARD HOLDERS SIGNATURE

__ DIRECT DEPOSIT
Account Name : Scope VISION
Bank : NATIONAL AUSTRALIA BANK
BSB : 086 420
Account # : 493 266 439
Please insert your invoice number as the reference

__ INVOICE 3RD PARTY — **Please attach appropriate approval forms and complete details below:**

NAME OF COMPANY:

ATTENTION:

POSTAL ADDRESS:

TELEPHONE NUMBER:

PURCHASE ORDER NUMBER:

OTHER NOTES TO SCOPE:

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## Student Enrolment Form (please use capitals)



| CORE UNITS | PRICE PER UNIT $250 |
|---|---|
| BSBLDR501 Develop and use emotional intelligence | |
| BSBMGT517 Manage operational plan | |
| BSBLDR502 Lead and manage effective workplace relationships | |
| BSBWOR502 Lead and manage team effectiveness | |

| GROUP A ELECTIVE UNITS - CHOOSE 4 UNITS | PRICE PER UNIT $250 |
|---|---|
| ☐ BSBCUS501 Manage quality customer service | |
| ☐ BSBFIM501 Manage budgets and financial plans | |
| ☐ BSBHRM405 Support the recruitment, selection and induction staff | |
| ☐ BSBINN502 Build and sustain an innovative work environment | |
| ☐ BSBLDR503 Communicate with influence | |
| ☐ BSBMGT502 Manage people performance | |
| ☐ BSBMGT502 Manage people performance | |
| ☐ BSBMGT516 Facilitate continuous improvement | |
| ☐ BSBPMG522 Undertake project work | |
| ☐ BSBRSK501 Manage risk | |
| ☐ BSBWHS501 Ensure a safe workplace | |
| ☐ BSBWOR501 Manage personal work priorities and professional development | |

| **CHOOSE 4 UNITS -** 4 units can be any combination of Group B or remaining Group A units.<br>**GROUP B ELECTIVE UNITS** | PRICE PER UNIT $250 |
|---|---|
| ☐ BSBADM502 Manage meetings | |
| ☐ BSBHRM512 Develop and manage performance-management processes | |
| ☐ BSBHRM513 Manage workforce planning | |
| ☐ BSBINM501 Manage an information or knowledge management system | |
| ☐ BSBINN501 Establish systems that support innovation | |
| ☐ BSBLED501 Develop a workplace learning environment | |
| ☐ BSBMGT521 Plan, implement and review a quality assurance program | |
| ☐ BSBMKG507 Interpret market trends and developments | |
| ☐ BSBSLS501 Develop a sales plan | |
| ☐ BSBSLS502 Lead and manage a sales team | |
| ☐ BSBSUS501 Develop workplace policy and procedures for sustainability | |
| ☐ BSBWRK510 Manage employee relations | |
| ☐ Other (please state): | |
| ☐ Any other notes: | |
| | **TOTAL ENROLMENT FEE $** |

### Enrolment Acknowledgement

☐ I acknowledge that I have read and understood the Recognition Pathway Plan for this course and wish to proceed with my enrolment with Scope Vision.

☐ I confirm that I have access to a suitable environment in order to complete the required assessment and coaching activities.