### NOTES

- **Supervised Learning**: 680 hours delivered over a period of 30 weeks of full-time tuition (i.e. an average of 22.7 hrs per week), or 60 weeks of part-time or online tuition (i.e. an average of 11.3 hours per week)
- **Unsupervised Learning**: 360 hours over a period of 30 weeks of full-time tuition, or 60 weeks of part-time or online tuition
- **Volume of Learning**: 680 hrs + 360 hrs = 1040 hrs
- Shown competencies are those that are recommended for the award. Variations are possible, but must still meet the packaging requirements stated below
- Recognition of Prior Learning will be available for the units within this qualification
- Graduates will receive the National Qualification BSB51915 Diploma of Leadership and Management + Statement of Achievement listing competencies attained
- Refer final page for Document Modification History

### Qualification Rules (sourced from BSB Vr 1.0, released 25 March 2015)

Total number of units = 12
- 4 core units *plus*
- 8 elective units, of which:
  - 4 elective units must be selected from Group A
  - up to 4 may be additional units from Group A or Group B
  - if not listed below, up to 2 electives may be from Diploma or above in the Business Services Training Package
  - if not listed below, 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.

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

- BSBCUS501 Manage quality customer service
- BSBFIN501 Manage budgets and financial plans
- BSBHRM405 Support the recruitment, selection and induction staff
- BSBINN502 Build and sustain an innovative work environment
- BSBIIPR501 Manage intellectual property to protect and grow business
- BSBLDR503 Communicate with influence
- BSBLDR504 Implement diversity in the workplace
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBMGT518 Develop organisation policy
- BSBMGT519 Incorporate digital solutions into plans and practices
- BSBMGT520 Plan and manage the flexible workforce
- BSBPMG522 Undertake project work
- BSBRSK501 Manage risk
- BSBWHS501 Ensure a safe workplace
- BSBWOR501 Manage personal work priorities and professional development

GROUP B

- BSADLM502 Manage meetings
- BSBCOM503 Develop processes for the management of breaches in compliance requirements
- BSBFRM502 Manage a franchise operation
- BSBHRM511 Manage expatriate staff
- BSBFRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBINM501 Manage an information or knowledge management system
- BSBINN501 Establish systems that support innovation
- BSBLLED501 Develop a workplace learning environment
- BSBMGT521 Plan, implement and review a quality assurance program
- BSBMKG507 Interpret market trends and developments
- BSBMKG512 Forecast international market and business needs
- BSBSL502 Build international business networks
- BSBSLS501 Develop a sales plan
- BSBWLS502 Lead and manage a sales team
- BSBSUIS501 Develop workplace policy and procedures for sustainability
- BSBIWRK510 Manage employee relations