

BSB51915 Diploma of Leadership and Management

Packaging Rules: 4 Core Units PLUS 8 Elective Units

(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.)

Core Unit Codes	Core Unit Title	Task Types	Available
BSBLDR501	Develop and use emotional intelligence	Task 1 – Theory: Short Answer Questions Task 2 – Project: Identifying Personal Behaviours Task 3 – Practical: Team Member Evidence Records Task 4 – Supervisor Evidence Record	✓
BSBMGT517	Manage operational plan	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop the Plan Task 3 – Theory: Managing Resources Task 4 – Theory: Monitoring and Reviewing Task 5 – Practical: Coaching Role Play Task 6 – Evidence Record	✓
BSBLDR502	Lead and manage effective workplace relationships	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Manage Ideas and Information Task 3 – Practical: Establish Systems To Develop Trust And Confidence Task 4 – Theory: Manage the Development and Maintenance of Networks and Relationships Task 5 – Theory: Manage Difficulties to Achieve Positive Outcomes	✓
BSBWOR502	Lead and manage team effectiveness	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Team Building Plan Task 3 – Practical: Develop and Facilitate Team Cohesion Task 4 – Theory: Facilitate Teamwork Task 5 – Theory: Liaise with Stakeholders Task 6 – Evidence Record	✓
Elective Unit Codes	Elective Unit Title	Task Types	Available
Group A			
BSBCUS501	Manage quality customer service	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Plan a Customer Service Initiative Task 3 – Role Play: Managing Difficult Customers Task 4 – Evidence Record	✓

Qualification Mapping

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBFIM501	Manage budgets and financial plans	Task 1 – Theory: Short Answer Questions Task 2 – Project / Research and Application Task 3 – Evidence Record	✓
BSBHRM405	Support the recruitment, selection and induction of staff	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Create a Job Description Task 3 – Practical: Prepare for Interview Task 4 – Role Play: Interview Task 5 – Practical: Selection Task 6 – Evidence Record	✓
BSBINN502	Build and sustain an innovative work environment	Task 1 – Reflection: Lead Innovation Task 2 – Practical: Develop Innovation Task 3 – Project: Promote Innovation Task 4 – Group Work: Create a Physical Environment to Support Innovation Task 5 – Practical: Provide Learning Opportunities Task 6 – Evidence Record	✓
BSBLDR503	Communicate with influence	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Negotiate and Present Persuasively Task 3 – Practical: Participate In and Lead Meetings Effectively Task 4 – Practical: Make Presentations Task 5 – Evidence Record	✓
BSBLDR504	Implement diversity in the workplace	Task 1 – Project: Develop a Diversity Program Task 2 – Evidence Record	✓
BSBMGT502	Manage people performance	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Planning Task 3 – Theory: Design a Review System Task 4 – Theory: Follow Up Task 5 – Role Play Task 6 – Evidence Record	✓
BSBMGT516	Facilitate continuous improvement	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop Continuous Improvement Systems and Processes Task 3 – Practical: Develop Strategies to Monitor and Adjust Performance Task 4 – Practical: Develop Opportunities for Further Improvement Task 5 – Coaching Role Play Task 6 – Evidence Record	✓
BSBPMG522	Undertake project work	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Project Research Task 3 – Practical: Develop Plan Task 4 – Theory: Administer and Monitor the Project Task 5 – Theory: Finalise the Project Task 6 – Evidence Record	✓

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBR501	Manage risk	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Risk Management Plan Task 3 – Evidence Record	✓
BSBW501	Ensure a safe workplace	Task 1 – Short Answer Questions Task 2 – Theory: Establish and Maintain an WHS System Task 3 – Theory: Establish and Maintain Participative Arrangements Task 4 – Theory: Establish and Maintain Procedures for Identifying Hazards Task 5 – Theory: Establish and Maintain a Quality WHS Management System Task 6 – Role Play Task 7 – Evidence Record	✓
BSBW501	Manage personal work priorities and professional development	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Time Management Task 3 – Practical: Create a Personal Development Plan Task 4 – Evidence Record: Feedback Provider	✓
Group B			
BSBADM502	Manage meetings	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Prepare Meeting Papers Task 3 – Theory: Planning the Meeting Task 4 – Oral Questions Task 5 – Practical: Conduct Meetings Task 6 – Evidence Record	✓
BSBHRM512	Develop and manage performance-management processes	Task 1 – Theory: Short Answer Questions Task 2 – Project: Develop a Performance Management System Task 3 – Project: Implement the Performance Management System Task 4 – Theory: Coordinate Formal Feedback Processes Task 5 – Evidence Record	✓
BSBHRM513	Manage workforce planning	Task 1 – Theory: Short Answer Questions Task 2 – Project: Produce a Workforce Plan Task 3 – Evidence Record	✓
BSBINM501	Manage an information or knowledge management system	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Research and Planning Task 3 – Project Task 4 – Theory: Review Task 5 – Evidence Record	✓
BSBLED501	Develop a workplace learning environment	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Create Learning Opportunities Task 3 – Practical: Facilitate and Promote Learning Task 4 – Theory: Monitor and Improve Learning Effectiveness Task 5 – Evidence Record	✓

Qualification Mapping

Elective Unit Codes	Elective Unit Title	Task Types	Available
BSBMKG507	Interpret market trends and developments	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Interpret Trends and Market Developments Task 3 – Presentation: Interpret Trends and Market Developments Task 4 – Evidence Record	✓
BSBSLS501	Develop a sales plan	Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Sales Plan Task 3 – Evidence Record	✓
BSBWRK510	Manage employee relations	Task 1 – Theory: Short Answer Questions Task 2 – Project: Recommend Industrial Concepts for an Organisation Task 3 – Practical: Develop Strategies and Procedures for Dealing with Conflict and Grievance Task 4 – Theory: Develop Employee and Industrial Relations Policies and Procedures Task 5 – Practical: Manage Negotiations to Resolve Conflict Task 6 – Role Play: Manage Negotiations to Resolve Conflict Task 7 – Evidence Record	✓