

# InspireEd Academy



**BSB50420**

## **Diploma of Leadership and Management**



Duration: 52 weeks  
Location: 3/ 6 Junia Avenue, Toongabbie, NSW 2146  
Mode: Blended (classroom and unsupervised self-study)  
RTO: InspireEd Academy Pty Ltd  
RTO code: 46233  
Contact: 0478 567 318  
Website: [www.inspireed.edu.au](http://www.inspireed.edu.au)

## **Introduction**

InspireEd Academy is a Registered Training Organisation (RTO number 46233) registered with the Australian Skills Quality Authority. InspireEd Academy is proud to offer the BSB50420 Diploma of Leadership and Management program. The program involves both scheduled classrooms learning activities, assessments, and unsupervised self-study.

This program provides students with the skills and knowledge required to work across a broad range of management, business, or leadership-related functions required by an early career supervisor or manager as well as the capacity to show initiative and judgment in planning, implementing, and monitoring their own workload and the workload of others. This includes training on communication and writing skills to engage others to achieve organisational goals and objectives. This qualification reflects the role of a leader who is engaged in a range of leadership and management roles in a range of industry areas.

InspireEd Academy places a strong emphasis on each student having a dedicated trainer and assessor who will be their primary contact for the duration of the course. In this way, each student receives a high degree of personal training and guidance, whilst at the same time interacting with other students during classroom-based activities. The aim is to maximise student engagement and therefore deliver high quality learning outcomes.

## **Who is responsible for your training?**

InspireEd Academy is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates. We do not outsource our training services to others and take great pride in our relationship with you.

## **Units of Competency**

This qualification contains 12 units of competency. InspireEd Academy has organised these units of competency into a single-unit delivery in sequential order. This results in the efficient delivery of training and assessment and a structure that is very logical for students.

To be issued the qualification BSB50420 Diploma of Leadership and Management a student must be assessed as competent in all 12 units of competency. These units of competency are comprised of 6 core units and 6 elective units. InspireEd Academy has selected the elective units of competency within this course to provide a student with a broad set of skills focused on building leadership skills to work with others. The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by InspireEd Academy.

The BSB50420 Diploma of Leadership and Management is delivered using the course structure outlined as below:

<b>Units of Competency</b>	<b>Core / Elective</b>
BSBCRT511 Develop critical thinking in others	Core
BSBCMM511 Communicate with influence	Core
BSBLDR523 Lead and manage effective workplace relationships	Core
BSBPEF502 Develop and use emotional intelligence	Core
BSBOPS502 Manage business operational plans	Core
BSBTWK502 Manage team effectiveness	Core
BSBFIN501 Manage budgets and financial plans	Elective
BSBSUS511 Develop workplace policies and procedures for sustainability	Elective
BSBXCM501 Lead communication in the workplace	Elective
BSBPEF501 Manage personal and professional development	Elective
BSBWHS521 Ensure a safe workplace for a work area	Elective
BSBCRT512 Originate and develop concepts	Elective

### **National recognition**

These competencies have been drawn from the nationally endorsed BSB Business Services Training Package Release 8.0. Upon successful completion of the training and assessment, the qualification BSB50420 Diploma of Leadership and Management will be issued. A Record of Results (sometimes referred to as a transcript) listing all units of competency will also be issued along with the qualification certificate. The qualification and units of competency are nationally recognised and provide individuals with qualification that can be applied throughout Australia and the wider industry. InspireEd Academy will issue a qualification within 30 days of the final assessment being completed.

### **Program outline**

Training is delivered in a blended mode of delivery including classroom-based delivery (two days per week) which is trainer-led combined with an additional unsupervised self-study that is an average of 6 hours per week for each unit of competency. Students will also need to prepare work in their own time in response to assessment tasks. Supervised assessment will occur during scheduled classroom attendance.

Demonstration of practical tasks with trainer Observation and Role Play Observation are the methods



of assessment that will be utilised during this supervised time in the classroom. Written learning activities/assessments will reinforce theoretical knowledge, and skills will be practiced in the workplace where learning will be placed into context. Participants will be provided with professionally presented reference material to assist them in developing their knowledge and skills of the subject.

### **Locations**

Classroom training and practical skills training will be delivered at the college premises located at 3/6 Junia Avenue, Toongabbie, NSW 2146

### **Expected Duration**

The program is designed to be delivered over 52 weeks. InspireEd Academy can support those participants who need additional time. InspireEd Academy acknowledges that participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration by seeking Recognition of their existing skills. InspireEd Academy offers recognition of prior learning and recognises the outcomes issued by other RTOs. If you have prior learning or hold current competency, let us know during your enrolment process.

### **Assessment requirements**

The assessment is conducted using a combination of realistic workplace tasks that includes projects, knowledge tests, responses to case studies as part of Project Portfolio, and feedback from supervisors. The following provides a brief explanation of the assessment methods that are to be applied:

*Written Tasks:* The student is required to respond to a range of questions contained in the Assessment Booklet. Written tasks may include written answers, case studies, written project tasks, and research activities. The student may research their answers from the learning materials, available references, libraries/databases, and the internet.

*Observation and Practical Assessment Tasks:* The student is required to undertake practical assessments in keeping with training package requirements. This may involve projects and portfolios and/or undertaking a range of specific activities whilst being observed by the assessor including simulations, role plays, case studies, and/or scenarios.

### **Entry requirements**

There are no mandated entry requirements for this qualification. However, InspireEd Academy Pty Ltd has established the following local entry requirements for students, they are:

- are over 18 years old
- have completed a qualification at Certificate IV level
- have language, literacy, and numeracy skills at ACSF Level 4, to ensure the ability to read and comprehend complex information
- have a minimum of one year's experience working as a team leader or supervisor
- basic computing skills.



- access to a modern computer or a laptop with high-speed internet.
- access to Microsoft Office 365 or equivalent
- access to Adobe Acrobat Reader

All prospective students are required to participate in an interview with the Academic Manager or their delegate and undertake a Language, Literacy, and Numeracy (LLN) test. This includes the identification of the student's skills and competencies and any support needs. The outcome of this interview together with the outcome of the LLN test report is used to assess the student's suitability and capacity to undertake this course. The interview may be in person or via phone or virtually over MS TEAMS.

InspireEd Academy is committed to provide additional learning support to students who require such assistance. For students who require additional learning support needs, InspireEd Academy can refer these students to a specialist LLN provider who can assist in improving their language, literacy, and numeracy skills to enable them to suitably commence the course.

All students MUST have a Unique Student Identifier (USI), or InspireEd Academy can assist to create one on their behalf with their consent. InspireEd Academy will not issue an AQF certification document to a student without being in receipt of a verified USI unless exemptions apply under the Student Identifiers Act 2014.

### **Recognition of Prior Learning**

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program.

Students are encouraged to notify InspireEd Academy of their interest or intention to apply for RPL prior to their enrolment. We will provide you with a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

### **Student Information**

Detailed student information is available within our Student Handbook, supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment, and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have reviewed this information first. Please contact us and we can send this information to you straight away.

### **Dress and Equipment Requirements**

Although InspireEd Academy has not set any mandatory dress requirements, it is essential that students present to their class in neat, casual attire suitable for participation in learning activities. Students are required to demonstrate a high standard of personal hygiene.



Students will require basic stationery and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study. Access to a computer that has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks.

Students may bring their own portable electronic devices to classroom sessions such as small laptops or tablets if they wish.

Students are issued with a prescribed textbook and related documents, files electronically which they will need during their study. To fully participate in the course and to prepare assessment submissions, students will need access to a personal computer that has access to the internet and word processing software. InspireEd Academy will issue files to students in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Adobe PDF formats.

No other equipment is required by the student to participate in the course.

### **Cost**

This course is available on a fee-for-service arrangement. The current cost can be found in our Fee Schedule along with details of refund rights and obligations.

### **Contact us**

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