BSB51918 | 12 UNITS
Diploma of Leadership & Management

Below are our most popular course options. The list of study options for this diploma is not exhaustive. Please contact us to discuss your study and career goals.

**Option 1**
**Fast Tracked**

- Safety and Lead Auditor  
  2 OF 4 UNITS OF COMPETENCY
- Systems for Continual Improvement  
  4 UNITS OF COMPETENCY
- Advanced Management & Leadership  
  6 UNITS OF COMPETENCY

**Option 2A**
**People Focused**

- Systems for Continual Improvement  
  4 UNITS OF COMPETENCY
- Advanced Management & Leadership  
  6 UNITS OF COMPETENCY
- Aviation Safety Management Systems  
  2 OF 3 UNITS OF COMPETENCY

**Option 2B**
**Safety Focused**

- Systems for Continual Improvement  
  4 UNITS OF COMPETENCY
- Advanced Management & Leadership  
  6 UNITS OF COMPETENCY
- Emergency Response Plan  
  1 OF 2 UNITS OF COMPETENCY
- Safety Investigators  
  1 UNIT OF COMPETENCY

**Option 3**
**WHS Focused**

- Systems for Continual Improvement  
  4 UNITS OF COMPETENCY
- Advanced Management & Leadership  
  6 UNITS OF COMPETENCY
- Safety Investigators  
  1 UNIT OF COMPETENCY
- Intro to WHS in Aviation  
  1 UNIT OF COMPETENCY

**Option 4**
**Flexi Focused**

- Systems for Continual Improvement  
  4 UNITS OF COMPETENCY
- Advanced Management & Leadership  
  6 UNITS OF COMPETENCY
- Manage Meetings  
  1 UNIT OF COMPETENCY
- Manage Quality Customer Service  
  1 UNIT OF COMPETENCY

---

Exit with Diploma of L&M

Employment Opportunities
- Office Manager | Information Services Manager | Operations Manager | Business Manager | Corporate Services Manager

Continued Education
- Visit our website to learn how you can continue your education with our affiliated universities.

Australian Qualifications Framework

myskills
Below are our most popular course options. The list of study options for this diploma is not exhaustive. Please contact us to discuss your study and career goals.

### OPTION 1
**Fast Tracked**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMPETENCY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety and Lead Auditor Course (LAS)</td>
<td>BSBAUD503, BSBAUD504</td>
<td>Lead a quality audit, Report a quality audit</td>
</tr>
<tr>
<td>Systems for Continual Improvement Course (SCI)</td>
<td>BSBMGTS16, BSBINNS02, BSBINNS01, BSBUSSS01</td>
<td>Facilitate continuous improvement, Build &amp; sustain an innovative work environment, Manage an information or knowledge management system, Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>Advanced Management &amp; Leadership Course (AML)</td>
<td>BSBLDR511, BSBLDR502, BSBMGTS17, BSBWOR502, BSBMGTS02, BSBWOR501</td>
<td>Develop and use emotional intelligence, Lead and manage effective workplace relationships, Manage operational plan* (online component), Lead and manage team effectiveness, Manage people performance, Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>

*Use towards next diploma*

### OPTION 2A
**People Focused (Systems)**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMPETENCY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems for Continual Improvement Course (SCI)</td>
<td>BSBMGTS16, BSBINNS02, BSBINNS01, BSBUSSS01</td>
<td>Facilitate continuous improvement, Build &amp; sustain an innovative work environment, Manage an information or knowledge management system, Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>Advanced Management &amp; Leadership Course (AML)</td>
<td>BSBLDR511, BSBLDR502, BSBMGTS17, BSBWOR502, BSBMGTS02, BSBWOR501</td>
<td>Develop and use emotional intelligence, Lead and manage effective workplace relationships, Manage operational plan* (online component), Lead and manage team effectiveness, Manage people performance, Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>Aviation Safety Management Systems Course (ASMSc)</td>
<td>AVIF0026, AVIF0028, BSBRSK014</td>
<td>Implement aviation risk management processes, Manage aviation risk (post course assessment), Manage risk</td>
</tr>
</tbody>
</table>

**Course Competency Duration**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMPETENCY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems for Continual Improvement Course (SCI)</td>
<td>BSBMGTS16, BSBINNS02, BSBINNS01, BSBUSSS01</td>
<td>Facilitate continuous improvement, Build &amp; sustain an innovative work environment, Manage an information or knowledge management system, Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>Advanced Management &amp; Leadership Course (AML)</td>
<td>BSBLDR511, BSBLDR502, BSBMGTS17, BSBWOR502, BSBMGTS02, BSBWOR501</td>
<td>Develop and use emotional intelligence, Lead and manage effective workplace relationships, Manage operational plan* (online component), Lead and manage team effectiveness, Manage people performance, Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>Safety Investigators Course (SI)</td>
<td>BSBWHSS05, BSBWHSS21</td>
<td>Investigate WHS incidents, Ensure a safe workplace for a work area</td>
</tr>
</tbody>
</table>

**Course Competency Duration**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMPETENCY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems for Continual Improvement Course (SCI)</td>
<td>BSBMGTS16, BSBINNS02, BSBINNS01, BSBUSSS01</td>
<td>Facilitate continuous improvement, Build &amp; sustain an innovative work environment, Manage an information or knowledge management system, Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>Advanced Management &amp; Leadership Course (AML)</td>
<td>BSBLDR511, BSBLDR502, BSBMGTS17, BSBWOR502, BSBMGTS02, BSBWOR501</td>
<td>Develop and use emotional intelligence, Lead and manage effective workplace relationships, Manage operational plan* (online component), Lead and manage team effectiveness, Manage people performance, Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>Safety Investigators Course (SI)</td>
<td>BSBWHSS05, BSBWHSS21</td>
<td>Investigate WHS incidents, Ensure a safe workplace for a work area</td>
</tr>
</tbody>
</table>

**Course Competency Duration**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMPETENCY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems for Continual Improvement Course (SCI)</td>
<td>BSBMGTS16, BSBINNS02, BSBINNS01, BSBUSSS01</td>
<td>Facilitate continuous improvement, Build &amp; sustain an innovative work environment, Manage an information or knowledge management system, Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>Advanced Management &amp; Leadership Course (AML)</td>
<td>BSBLDR511, BSBLDR502, BSBMGTS17, BSBWOR502, BSBMGTS02, BSBWOR501</td>
<td>Develop and use emotional intelligence, Lead and manage effective workplace relationships, Manage operational plan* (online component), Lead and manage team effectiveness, Manage people performance, Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>Manage Meetings Course</td>
<td>BSBADM052</td>
<td>Manage Meetings</td>
</tr>
<tr>
<td>Manage Quality Customer Service Course</td>
<td>BSBQC550</td>
<td>Manage Quality Customer Service</td>
</tr>
</tbody>
</table>

**Course Competency Duration**

---

**Exit with Diploma of L&M**

**Employment Opportunities**
- Office Manager
- Information Services Manager
- Operations Manager
- Business Manager
- Corporate Services Manager

**Continued Education**
Visit our website to learn how you can continue your education with our affiliated universities.