



Hamro Institute of
Business Technology

Hamro Institute of Business Technology Pty Ltd (trading as Hamro College)

Diploma of Leadership and Management

National code: BSB51915; **CRICOS code:** 093879G

Description:

This course has been designed to reflect the role of individuals with substantial experience in a range of settings and who are seeking to further develop their leadership and management skills across a wide range of business functions. This qualification is suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop leadership and management skills in order to create further educational and employment opportunities.

Entry requirements:

English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent; results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**
- iii) to successfully complete Hamro College's language and numeracy test conducted in Hamro College campus (for onshore international students from Level 1 and 2 countries only)

Academic requirements:

For entry into the Diploma level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 12 or Diploma or higher. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the ESOS Act and National Code. In case of domestic students, if the applicant has not completed Year 12 or Certificate IV or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

Address: Level 2, 133-135 Oxford St.
Bondi Junction NSW 2022
Ph +61 2 8065 2990

ABN: 49 151 579 341; RTO 40706
CRICOS 03360G



Course structure:

The course is delivered in 52 weeks (four terms), including 12 weeks of term breaks and holidays. Students will need to complete 12 units (4 core and 8 elective) of competency to attain the qualification.

Core	
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
Elective	
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBHRM405	Support the recruitment, selection and induction staff
BSBMGT516	Facilitate continuous improvement
BSBHRM512	Develop and manage performance-management processes
BSBHRM513	Manage workforce planning
BSBLED501	Develop a workplace learning environment
BSBMKG507	Interpret market trends and developments



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Career prospects/ vocational outcomes:

This course has been designed to reflect the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organizing, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organizational or enterprise requirements.

Preferred pathways for the qualification:

- Certificate IV in Business or other relevant qualification/s
- Providing evidence of competency in units required for any Certificate IV level qualification/s
- With vocational experience in a range of work environments in support roles but without qualification

After achieving this qualification candidate may undertake Advanced Diploma level qualifications within the BSB Business Service Training Package, or other Training Packages.

Course delivery:

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment and five hours of on-line delivery. Delivery of this qualification will combine theory-based material and practical sessions and independent learning, involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. Upon successful completion of this course, students will receive a nationally recognized Diploma of Leadership and Management (BSB51915).

Assessments:

The theoretical components of each unit of competency are class room based, face-to-face training led whilst the practical components are delivered through observation and practical demonstration. Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Workbook/written questions answers/practicals
- Case study/research report
- Projects/written assignments
- Presentations/role plays



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Course fees:

Total Course Fee: A\$10000

Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.

Note: It is a requirement that a student must have OSHC cover for the duration of their VISA.

Delivery site:

Level 2, 133-135 Oxford St, Bondi Junction, NSW 2022, Australia

ESOS framework:

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian education institutions. For further information on the ESOS Act and the National Code, please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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