BSB51918 Diploma of Leadership and Management

Modification History

<table>
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<th>Release</th>
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<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0.</td>
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Qualification Description

This qualification reflects 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, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

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**
BSBLDR502 Lead and manage effective workplace relationships  
BSBLDR511 Develop and use emotional intelligence  
BSBMGT517 Manage operational plan  
BSBWOR502 Lead and manage team effectiveness

**Elective Units**

**Group A**
BSBCUS501 Manage quality customer service  
BSBFIM501 Manage budgets and financial plans  
BSBHHRM405 Support the recruitment, selection and induction of staff  
BSBINN502 Build and sustain an innovative work environment  
BSBIPR501 Manage intellectual property to protect and grow business  
BSBLDR504 Implement diversity in the workplace  
BSBLDR513 Communicate with influence  
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  
BSBWHSS501 Ensure a safe workplace  
BSBWOR501 Manage personal work priorities and professional development

**Group B**
BSBADM502 Manage meetings
BSBCOM503 Develop processes for the management of breaches in compliance requirements
BSBFRA502 Manage a franchise operation
BSBHRM511 Manage expatriate staff
BSBHRM512 Develop and manage performance-management processes
BSBHRM513 Manage workforce planning
BSBINM501 Manage an information or knowledge management system
BSBINN501 Establish systems that support innovation
BSBLED501 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
BSBREL502 Build international business networks
BSBSLS501 Develop a sales plan
BSBSLS502 Lead and manage a sales team
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWRK520 Manage employee relations

**Qualification Mapping Information**

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<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
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<tr>
<td>BSB51918 Diploma of Leadership and Management</td>
<td>BSB51915 Diploma of Leadership and Management</td>
<td>Updates to core and elective units</td>
<td>Equivalent qualification</td>
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**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10