GOVERNMENT OF WESTERN AUSTRALIA

TAFE WA Central Regional

Course

Pre-Enrolment Guide

Training Area:

Business

Training Product:

BSB50420 Diploma of Leadership and Management Kalgoorlie Self-Paced Onsite

Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.

Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.

Course Information

BSB50420 Diploma of Leadership and Management

Release number	3

Required number of units for course completion	Total number of units = 12
	6 core units plus
	6 elective units, of which:
	• 4 elective units must be selected from the elective units listed below
	• for the remaining 2 elective units:
	  ○ up to 2 units may be selected from the elective units listed below
	  ○ if not listed, up to 2 units may be selected from a Certificate IV or above, from this or any other currently endorsed Training Package qualification or accredited course.
	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.
	The link to the qualification is provided.
	https://training.gov.au/training/details/BSB50420/qualdetails
	Please see the table at the end of this document for the units offered in this qualification.

Duration	12 months – full time 24 months – part time
Location	Kalgoorlie
Delivery mode	Self-paced onsite (SPO) – – combination of face to face classes and out of class prescribed learning

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

Information you need to know about the course

These are the essential skills and knowledge that you would need to study and work in this field. Consider if you might face any challenges in meeting the course expectations and requirements.

Leadership and management skills

- Experience in a leadership or management role or be able to develop the knowledge and skills for leadership and management
- Be able to work independently and with others in a range of enterprise and industry contexts.
- Be able to develop the ability to read, interpret and analyse complex workplace documents
- Be able to develop strong organisational and record keeping skills
- Be able to develop good critical thinking and problem-solving skills
- Interpret instructions and complete tasks to industry standard

Communication skills

- Be able to communicate fluently in English, verbally and in writing with a range of different people.
- Develop confidence to interact respectfully and professionally with others.

Technology requirements

- Access to a computer and reliable internet service.
- Have the fundamentals of computer and software application skills

Study commitment

- Be able to dedicate approximately 10 - 20 hours per unit for study and assessment activities.
- Be willing to participate in regular lecturer mentoring, coaching and training and assessment sessions in individual and group settings

Review of knowledge and skills

If you feel you may experience significant challenges in meeting the requirements listed above this may indicate that the course is not the best fit for you at this time and another learning pathway could better support your learning needs.

The Student Business Systems team can discuss alternative options to help you choose the most suitable pathway.

Course Pathways

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

Successful completion of the course may also prepare you for entry into further study.

Further details can be found on our website here.

National Course Entry Requirements

Nil

Central Regional TAFE (CR TAFE) Pre-enrolment Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

Review of language, literacy, numeracy and digital literacy (LLND)

You are required to participate in an interview with the lecturer before you enrol in the course. The interview helps determine whether you have the LLND skills and the required attributes needed to successfully undertake the course.

What happens after your LLND review

After the LLND review, the Student Business Systems Team will inform you of the result and the best way forward which may include:

- Proceeding to enrolment
- Possible alternative learning options
- Any support that can be provided

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website here.

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website here.

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

Central Regional TAFE will provide the following resources for you to participate in this program:

- Hard copy and/or electronic copies of:
  - Learner Guides
  - PowerPoints
  - Assessments
- Microsoft 365 suite for the duration of your enrolment (Outlook, Word, Excel, PowerPoint, OneNote, Teams, OneDrive)
- Adobe
- Access to the library facilities (on site and online)
- Access to free Wi-Fi (on site)
- Access to classroom (computers and printer)

Note: *Students are given access to CRTAFE resources once they enrol in the course and for the duration of their enrolment. Students are charged a resource fee for access to the learning and assessment materials on the online learning management system.*

Students must provide:

For external study you will need access to:

- A computer/laptop
- Reliable internet connection

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website here. Library staff are available to assist you as required. You can also access Study Tips for Students here.

Study Mode

This course is offered through self-paced onsite (SPO). This involves a combination of:

Face to face classes – Wednesdays and Thursdays 4.30pm to 8.30pm and Fridays 11am to 3pm

Out of class activities – these are prescribed activities provided by the lecturer that you would need to complete in your own time.

You are responsible for planning your study time and staying on track. You must ensure that you complete all tasks and assessments by the required dates.

For additional information about self-paced study options at all our campuses please check the courses pages on our website here.

My Portal

There is a variety of information available to students on our website under Current Students. Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website here.

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to provide feedback and make complaints. Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details here.

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our website.

Lecturer Contact Details

Lynn Hazelton
Lecturer - Leadership and Management
Central Regional TAFE
Business Excellence Training Centre
69 MacDonald Street
KALGOORLIE, WA 6430
T: 0438 921 747

Availability: Wednesday to Thursday 8.00am – 8.30pm, Friday 9am to 4pm
Building: Business Excellence Training Centre

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.
Alternatively, you can complete an online enquiry form https://www.centralregionaltafe.wa.edu.au/contact-us.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download from our website here.

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
	BSBCMM511	Communicate with influence [OCF55]	16.00	0.00		40.00		56.00	10.00	Blended Delivery	Core	
	BSBCRT511	Develop critical thinking in others [OCF66]	16.00	0.00		30.00		46.00	10.00	Blended Delivery	Core	
	BSBLDR523	Lead and manage effective workplace relationships [OCE98]	16.00	0.00		30.00		46.00	10.00	Blended Delivery	Core	
	BSBOPS502	Manage business operational plans [OCF06]	16.00	0.00		35.00		51.00	15.00	Blended Delivery	Core	
	BSBPEF502	Develop and use emotional intelligence [OCE68]	16.00	0.00		40.00		56.00	15.00	Blended Delivery	Core	
	BSBTWK502	Manage team effectiveness [OCD89]	16.00	0.00		35.00		51.00	15.00	Blended Delivery	Core	
	BSBCMM412	Lead difficult conversations [OCE38]	16.00	0.00		20.00		36.00	10.00	Blended Delivery	Elective	
	BSBHRM531	Coordinate health and wellness programs [OCG24]	16.00	0.00		35.00		51.00	10.00	Blended Delivery	Elective	
	BSBLDR521	Lead the development of diverse workforces [OCF93]	16.00	0.00		40.00		56.00	10.00	Blended Delivery	Elective	
	BSBLDR601	Lead and manage organisational change [OCD65]	16.00	0.00		40.00		56.00	10.00	Blended Delivery	Elective	
	BSBPEF501	Manage personal and professional development [OCD50]	16.00	0.00		40.00		56.00	10.00	Blended Delivery	Elective	
	SIRXCEG004	Create a customer-centric culture [AWX31]	16.00	0.00		20.00		36.00	10.00	Blended Delivery	Elective	
		Total	192.00	0.00	0.00	405.00	0.00	597.00	135.00			

Assessment Methods

For this course, assessments may include knowledge questions, observations, projects and portfolio. The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Central Regional TAFE WA

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