# BSB50420 Diploma of Leadership and Management FAQ

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| How do I achieve this qualification? | BSB50420 Diploma of Leadership and Management requires the completion of 12 units of competency. There are 12 units that must be selected from the training package. SAI Global Pty Ltd(RTO no: 106919) has designed the qualification to consist of four key courses;<br>*Implementing Enterprise Risk Management*<br>*Lead and Manage Teams*<br>*Integrated Governance Risk Management and Compliance*<br>*Lead and Communicate with Influence* | |
| | Core Units of Competency | SAI Global Course |
| | BSBCMM511Communicate with influence | Lead and Communicate with Influence |
| | BSBCRT511 Develop critical thinking in others | Lead and Manage Teams |
| | BSBLDR523 Lead and manage effective workplace relationships | Lead and Manage Teams |
| | BSBOPS502 Manage business operational plans | Implementing Enterprise Risk Management |
| | BSBPEF502 Develop and use emotional intelligence | Lead and Communicate with Influence |
| | BSBTWK502 Manage team effectiveness | Lead and Manage Teams |
| | Required Elective Units | |
| | BSBLDR522 Manage people performance | Lead and Manage Teams |
| | BSBOPS504 Manage business risk | Implementing Enterprise Risk Management |
| | BSBSTR502 Facilitate continuous improvement | Integrated Governance, Risk Management and Compliance |
| | BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements | Integrated Governance, Risk Management and Compliance |
| | BSBAUD514 Interpret compliance requirements | Integrated Governance, Risk Management and Compliance |
| Qualification Rules | Total number of units required = 12 units of competency:<br>6 core units plus<br>6 elective units, of which:<br>• 4 elective units must be selected from the elective units listed below<br>• for the remaining 2 elective units:<br>• up to 2 units may be selected from the elective units listed below<br>• 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.<br><br>For further information about the rules for this qualification refer to:<br>https://training.gov.au/Training/Details/BSB50420 | |

| About the qualification | |
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| Who is this qualification suitable for? | This qualification is designed for people who apply knowledge, practical skills and experience in leadership and management.<br>Typical job roles may include:<br>• Managers in a leadership role<br>• Risk and compliance managers<br>• Risk management professionals<br>• Management system specialists<br>• Process improvement specialists<br>• Auditors performing lead audits |
| **Units of competency issued by another RTO** | |
| Can I use other units of competency towards the qualification from another RTO? | You may have already completed some of the mandatory elective units or elective units of competency that can count towards this qualification. SAI Global recognises all units of competency issued by other RTO's. However, SAI Global will not issue the qualification that is achieved wholly through recognition of all units towards the qualification as credit transfer from another RTO or RTO's.<br><br>Units completed from another RTO being brought across should meet the requirements of the packaging rules for the qualification.<br>Refer to https://training.gov.au/Training/Details/BSB50420<br><br>Previous Students<br>Alternatively you may have completed relevant units of competency (e.g. BSB units of competency from other courses or qualifications with SAI Global such as;<br>BSB50920 Diploma of Quality Auditing; or BSB51315 Diploma of Work Health and Safety that can count towards this qualification. |
| **Qualification pre-requisites and entry requirements** | |
| What are the entry requirements for the qualification? | Prerequisite requirements: There are no prerequisite requirements for this qualification or for any of the recommended courses.<br><br>Preferred pathways for candidates considering this qualification include vocational experience but without a formal management qualification. SAI Global has entry requirements for students who complete the modular approach with SAI Global. The entry requirements are advised on the website under the prerequisites section against each course.<br><br>Access to a workplace is required for the completion of post course assessment activities. |

| How can I achieve the qualification? | |
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| Which SAI Global courses count towards the qualification? | Module 1: Lead and Manage Teams (3 days)<br>BSBLDR523 Lead and manage effective workplace relationships<br>BSBTWK502 Manage team effectiveness<br>BSBCRT511Develop critical thinking in others<br>BSBLDR522 Manage people performance<br>Module 2: Integrated Governance, Risk Management and Compliance (2 days)<br>BSBAUD514 Interpret compliance requirements<br>BSBSTR502 Facilitate continuous improvement<br>BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements<br>Module 3: Implementing an Enterprise Risk Management System (2 days)<br>BSBOPS504 Manage Business Risk<br>BSBOPS502 Manage business operational plans<br>Module 4: Lead and Communicate with Influence (2 days)<br>BSBCMM511 Communicate with influence<br>BSBCMM412 Lead difficult conversations<br>BSBPEF502 Develop and use emotional intelligence |
| **How long does the qualification take to complete?** | |
| How long does it take to complete the qualification? | The Diploma will generally take 2 years to achieve with the modular approach at SAI Global. BSB50420 Diploma of Leadership and Management requires completion of 4 modules, which comprises of 9 days of total face to face learning, self paced learning which involves practice the knowledge gained during the course in the work place. The amount of self-paced learning will vary depending on the existing knowledge and skills of each student. This will be followed by completing a work based assessment. The assessment is required to be completed and submitted within 6 months of attendance at each course. |
| What does superseded mean? | Training packages are reviewed regularly by the Industry Reference Committees and updated by the Skills Service Organisations to ensure they meet industry needs. The Business skills training package underwent review and as a result the qualification BSB51918 Diploma of Leadership and Management has been superseded by BSB50420 Diploma of Leadership and Management |
| Is my BSB51918 Diploma of Leadership and Management not valid anymore? | BSB51918 Diploma of Leadership and Management is still a valid qualification. The version number has changed. It is not mandatory for you to upgrade if you do not wish to. |

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| Why is the Diploma only 9 Days of face to face learning? | We have designed our Diploma qualification based on industry consultation. Our clients wanted a modularised approach to the achievement of the qualification. The qualification takes 9 days of face to face learning for several reasons:<br><br>Clustered or Integrated Assessments<br><br>Some training organisations train and assess each unit of competency separately. This can be frustrating and can lead to being over-assessed.<br><br>Most SAIG assessments are based on clustered units of competency – you will see at the end of the guide the relevant unit or units of competence that each assessment task is assessing.<br><br>We also use the approach or clustered or integrated assessments. By clustering similar BSB units of competency together you can complete short amounts of face-to-face training. This means time away from work for you. A unit can also be issued when the evidence requirements are met during the completion of a cluster of post course assessments. The post course assessment requirements for each course depends on the individual's skills.<br><br>The integrated assessment approach is outlined by your facilitator for each course. In class you are guided through to ensure you have a thorough understanding of the assessment requirements.<br><br>This approach works best for people with current auditing and/or management systems experience who are able to complete the post course workplace assessment requirements. This approach does not work for everyone. If you have any queries please contact our customer service team. |

| Post course assessment requirements | |
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| How long do the post course assessments take for each course? | The post course assessment requirements for each course varies as they award different units of competency. It's recommended students complete the self-paced learning prior to commencing work on the work place post course assessment. This depends on the individual skills and experience. |
| Over what time frame should you complete your qualification? | Given that you must complete post course assessment tasks for all accredited courses in the Diploma of Leadership and Management qualification, it is best to space out your attendance and completion of the modules. We generally recommended you complete the courses over a period of 6-24 months – this will vary based on your situation. |
| **Post course qualification pathways** | |
| What are the recommended pathways following this program? | After achieving this qualification candidates may wish to complete other Diploma qualifications<br><br>Alternatively, candidates may seek to enroll in post graduate qualifications through a University. |

| Language, literacy and numeracy requirements for this qualification | |
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| What are the literacy requirements for this qualification? | Candidates are required to have a suitable level of language and literacy to enable them to successfully participate in and complete the required course work and assessment requirements. This means candidates need to have effective language, communications and interpersonal skills and have the ability to write a range of documentation relevant to auditing the specific management systems pathway.<br><br>At Diploma level assessments will focus on the evidence of:<br>• Cognitive and communication skills to identify, analyse, synthesise and act on information from a range of sources<br>• Cognitive, technical and communication skills to analyse, plan, design and evaluate approaches to unpredictable problems and/or management requirements<br>• Specialist technical and creative skills to express ideas and perspectives<br>• Communication skills to transfer knowledge and specialised skills to others and demonstrate understanding of knowledge<br><br>We are able to adjust some assessment requirements on request.<br><br>Candidates with special needs are advised to email training@saiglobal.com prior to booking so that reasonable adjustments to training and assessment can be contemplated.<br><br>Please see our training Code of Practice and the Student Handbook on the SAI Global Website for further information https://infostore.saiglobal.com/en-au/Training-Terms-and-Conditions/ |

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| | from other training packages must be from a “current” training package. |
| General questions | |
| What are RPL and Credit Transfer? | Please refer to the SAI Global Website for further information about the RPL process and the Diploma of Leadership and Management:<br><br>https://www.saiglobal.com/en-au/assurance/training/recognition_of_prior_learning/ |
| What are the fees for RPL and Credit transfer? | Refer to the SAI Global website in the Terms and Conditions;<br>https://infostore.saiglobal.com/en-au/Training-Terms-and-Conditions/ |