



DOMESTIC STUDENTS

BSB50420

Diploma of Leadership & Management

Delivery mode: Work-Based Training

Course Description

The BSB50420 Diploma of Leadership and Management equips emerging and current supervisors, team leaders and managers with the skills and knowledge to lead teams, manage operations, and achieve business outcomes.

Whether you're stepping into leadership or sharpening your current capabilities, this course provides practical, industry-relevant training.

What will I learn?

You will learn how to:

- Lead people with confidence;
- Communicate clearly and handle difficult conversations;
- Build strong workplace relationships and improve team performance;
- Plan and manage operational tasks;
- Understand budgets and workplace financials;
- Solve problems and improve workplace systems;
- Lead innovation and continuous improvement;
- Run effective meetings;
- Resolve and manage workplace conflict effectively; and
- Support and lead diverse teams.

Course Delivery Mode

The BSB50420 Diploma of Leadership and Management is delivered with flexible training options tailored to your employment and learning needs.

Our industry-leading Work-Based Training (WBT) program allows you to apply learning directly to your role, complete assessments using real workplace tasks, and progress at a pace that suits your schedule.

Face-to-face group training options are available for organisations wanting a consistent leadership approach across multiple supervisors. Team-based learning strengthens collaboration and shared problem-solving, helping leaders drive improvements that support organisational goals.

Admission Requirements

1. To enrol in the BSB50420 Diploma of Leadership and Management you must be currently employed in a relevant operational business;
2. Hold a role that allows you to demonstrate supervisory or team leadership responsibilities as part of your regular duties;
3. Have sound English language, literacy and numeracy skills (ACSF – Level 5); and
4. Must be 18 years or older at the time of commencement.



Course Duration

12 months, depending on the number of credit transfers and the individual progress of each student.

Course Job Outcomes

- Business Manager
- Operations Manager
- Team Leader
- Department Manager
- Executive Officer
- Office Manager
- Business Development Manager

Further Study Pathways

After achieving the BSB50420 Diploma of Leadership and Management candidates may undertake BSB60420 Advanced Diploma of Leadership and Management and/or a Bachelors Degree in a related field e.g Bachelor of Business

Many universities offer credit transfer or advanced standing into relevant undergraduate degrees, depending on the university's policy and your completed units.

Learning Resources

ACCESS uses customised high quality, interactive and immersive online training content and resources. These are available through our unique student portal.

Computer Equipment Requirements

To undertake this course, students will be required to have access to their own computers/devices (including software programs such as Microsoft Office or Google suite), printers, internet facilities, and stationery resources. Students will be required to bring their own device to each session ensuring they have internet connectivity. Free Wi-Fi access will be provided at training locations.

Student Support Services

- ACCESS will identify support needs prior to student enrolment through the enrolment form and a Language, Literacy and Numeracy (LLN) assessment which each student must undertake. Where support needs are identified, ACCESS will provide support throughout the learning and assessment process through a variety of mechanisms including:
 - Language, literacy and numeracy (LLN) support through trainers;
 - Assistive technology
 - Additional tutorials (additional costs may apply), and/or
 - Other mechanisms, such as assistance in using technology for online delivery component.

Recognition of Prior Learning (RPL)

You may be eligible for RPL if you have completed relevant education to meet the requirements of one or more units of competency within this qualification. RPL fees will be quoted on application. All applications for RPL must be made prior to the commencement of the course.

Tuition Fees

Please visit: <https://www.accessrt.edu.au/fees-and-charges>

Government Funding

Access Recognised Training Australia helps students and employers make the most of government-funded training by recommending the best pathway for their goals.

The BSB50420 Diploma of Leadership and Management currently receives ACT Government funding.

Check your eligibility at:
<https://www.accessrt.edu.au/eligibility-check>

Units of Competency (6 Core and 6 Elective)

BSB50420 Diploma in Leadership and Management

Core units of competency (6)		No.
BSBCM511	Communicate with influence	1
BSBCRT511	Develop critical thinking in others	2
BSBLDR523	Lead and manage effective workplace relationships	3
BSBOPS502	Manage business operational plans	4
BSBPEF502	Develop and use emotional intelligence	5
BSBTWK502	Manage team effectiveness	6
Elective units of competency (6)		No.
BSBFIN501	Manage budgets and financial plans	7
BSBSTR501	Establish innovative work environments	8
BSBSTR502	Facilitate continuous improvement	9
BSBTWK501	Lead diversity and inclusion	10
BSBTWK503	Manage meetings	11
SITXCOM010	Manage conflict	12



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TRAINING