



trainwest
training your future



BSB50420

Diploma of Leadership and Management

Advance Your Leadership Career!

Are you ready to step into a senior leadership role?

This qualification equips leaders and managers with the confidence and capability to guide teams, drive performance, and achieve organisational goals across a wide range of industries.

Build the skills to plan with clarity, organise and monitor workloads, and apply sound judgement in complex and unpredictable situations.

Gain the tools to communicate effectively, support individuals and teams, and design solutions that inspire productivity and results.



NATIONALLY RECOGNISED
TRAINING



Course Overview

The **BSB50420 Diploma of Leadership and Management** 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.

Leadership is about more than setting direction. It's about inspiring others, building trust, and creating environments where people and teams thrive. Explore essential areas of leadership and management, including communication, problem-solving, strategic planning, performance management, and workplace relationships.



Recommended For

This course is ideal for individuals ready to expand their leadership capability and take on greater responsibility in managing people and driving organisational performance, such as:

- **Current supervisors and managers:** Build advanced leadership and management skills to lead teams more effectively and influence workplace outcomes.
- **Professionals seeking career progression:** Gain a nationally recognised qualification to step into senior leadership and management roles across industries.
- **Aspiring senior leaders:** Develop the confidence and capability to oversee operations, implement strategic initiatives, and drive organisational success.
- **Experienced leaders wanting formal recognition:** Consolidate existing skills and experience with a qualification that strengthens credibility and career opportunities.

Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Team Leader/Supervisor
- Operations Manager
- Business Manager
- Project Manager
- Human Resources / Organisational Development Advisor.

Education Pathways

Students may undertake advanced study in leadership and management, such as *BSB60420 Advanced Diploma of Leadership and Management* or *BSB80320 Graduate Diploma of Strategic Leadership*.



Course Structure

This course consists of twelve (12) units of competency:

BSBCMM511 Communicate with influence

Lead and conduct complex communications to influence outcomes, negotiate persuasively, and build strong stakeholder relationships.

BSBCRT511 Develop critical thinking in others

Foster the use of critical thinking skills in others to improve workplace problem-solving and decision-making.

BSBLDR523 Lead and manage effective workplace relationships

Develop and manage workplace relationships to enhance collaboration, trust and performance.

BSBOPS502 Manage business operational plans

Develop, implement and monitor operational plans to support organisational objectives and resource efficiency.

BSBPEF502 Develop and use emotional intelligence

Apply emotional intelligence to enhance self-awareness, manage relationships, and improve workplace performance.

BSBTWK502 Manage team effectiveness

Lead and support teams to achieve goals through collaboration, communication and performance management.

BSBOPS504 Manage business risks*

Identify, analyse and manage risks to ensure organisational objectives are achieved and compliance is maintained.

BSBCMM412 Lead difficult conversations*

Prepare for and manage challenging workplace discussions to achieve constructive and professional outcomes.

BSBCMM411 Make presentations*

Plan, deliver and review presentations to communicate information and ideas effectively to diverse audiences.

BSBTWK503 Manage meetings*

Plan, conduct and follow up on meetings to achieve identified objectives and meet organisational requirements.

BSBOPS405 Organise business meetings*

Plan, coordinate and facilitate meetings to ensure objectives are met in accordance with organisational procedures.

BSBSTR502 Facilitate continuous improvement*

Implement continuous improvement systems and processes to enhance organisational performance and innovation.

** Elective units are subject to change.*



Delivery Modes

Choose from a range of flexible delivery options:



Self-Paced Learning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



Course Duration

This course is delivered through self-paced learning. Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions
- Case studies and scenarios
- Workplace and simulated projects
- Audio or video evidence of practical demonstrations.

Students must meet all assessment criteria to be deemed competent.

Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



Course Outcome

Upon successful completion of all units, students will receive a nationally recognised qualification, which includes a Testamur and Record of Results certificate.



If students do not complete the full qualification, they will receive a Statement of Attainment for all successfully completed units of competency. This is a progression toward the nationally recognised qualification.



Course Requirements

To be eligible for this course, students must meet the following course requirements:

Prerequisites

Students need to have:

- Prior workplace experience where they have applied leadership, supervision, or coordination skills, for example, as a team leader, supervisor, or coordinator, or through managing day-to-day operations and supporting team performance.
- An understanding of basic leadership and management principles, such as communication, planning, performance management, and problem solving, is recommended. Completion of a *BSB40520 Certificate IV in Leadership and Management* or equivalent experience is ideal preparation.
- Experience working with others in a business or operational context, contributing to team goals, and implementing organisational procedures will support successful participation in this qualification.

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and digital (LLND) skills for this course:

- **Reading:** Interpret workplace policies, procedures, reports, and strategic documentation.
- **Writing:** Produce clear, structured and professional business documents such as reports, plans and correspondence.
- **Communication:** Communicate effectively with diverse audiences to lead teams, negotiate outcomes and present information confidently.
- **Numeracy:** Perform calculations, manage budgets or resources, and interpret workplace or operational data.
- **Digital Literacy:** Use digital tools and online systems to create documents, manage information and navigate Canvas LMS.

Student Resources

Students need to have the following resources:

- Computer with internet access
- Microsoft 365 or similar office software (Word, Excel, PowerPoint)
- Microsoft Teams, video camera, and microphone for remote support is recommended
- Current email address
- Access to a workplace, or simulated work environment, to complete assessments.

Eligibility and Selection Criteria

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.



Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The [Australian Counselling Service \(ACS\)](#) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.



Course Fees

Self-Paced Learning	\$1,800 per student
Recognition of Prior Learning	\$1,800 per student
Inhouse Training	Contact us
Personal Coaching (after first free hour, if required)	\$150 per hour

Payment Plans

Payment plans are available. Terms and conditions are outlined in our [Fees and Refunds Policy](#).



Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment process.

Once you complete the online enrolment form, our team will review your application and eligible students will be invited to complete a Language, Literacy, Numeracy and Digital (LLND) skills assessment.

After reviewing the LLND results, our team will provide individualised advice on course suitability before finalising the enrolment.

This process helps us confirm that the course aligns with the student's current skills and learning needs.

Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.



Head Office & Training Centre

Level 1, 23 Abbott Road, Perth Airport, WA 6105



Open Hours

8:00am to 4:30pm

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Apply Now!

Contact Us



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trainwest.com.au

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