



**HALLMARK
INSTITUTE**



Course Brochure BSB50420 – Diploma of Leadership and Management



**NATIONALLY RECOGNISED
TRAINING**

Course Overview

This qualification reflects the position of individuals who are engaged in leadership role or management practices within organisations. Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and that of others. They use communication skills to support individuals and teams to meet organisational requirements.

Learner Support

Each BSB50420 – Diploma of Leadership and Management student must complete a Language, Literacy and Numeracy (LLN) Test. Upon reviewing the results of LLN Test, Hallmark Institute (“the school”) will determine if support services and reasonable adjustments are required for any student.

Reasonable adjustment options are available to accommodate students who have non-standard learning needs. Any reasonable adjustments that are made to BSB50420 – Diploma of Leadership and Management training materials and/or assessments will be recorded in the student’s training plan and file.

Prospective students who require additional support services offered by Hallmark Institute will need to verify that these support options are available before enrolment by calling Hallmark Institute on +61 2 9066 6903.

Who Should Undertake BSB50420 – Diploma of Leadership and Management?

BSB50420 – Diploma of Leadership and Management course provides the opportunity for people in various roles to formalise and develop their management skills to perform at a higher level in the workplace. They will plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesize information from a variety of sources.

Hallmark Institute identifies the following two distinct groups of potential learners for this course.

Group 1	Group 2
<p>The first group of potential learners for this qualification is for existing business professionals requiring a formal qualification through recognition of prior learning. This group of candidates will normally consist of:</p> <ul style="list-style-type: none"> • Senior Administrator • Senior Executive • General Manager • Area Manager etc. 	<p>This group of candidates will normally consist of:</p> <ul style="list-style-type: none"> • People looking for a career change • People who need this qualification for employment purposes • People seeking a formal qualification • People with some business experience seeking a formal qualification • People taking on an executive role within their organisation and seeking a formal qualification.

General Course Information

Mode of Delivery	Face-to-Face (Supervised)
Duration	52 Weeks (fulltime), 40 weeks term time and 12 weeks in term breaks
Training Method	Trainer & Assessor led, face-to-face in a classroom setting combined with in-class experiential activities.
Assessment Method	Written Knowledge Assessments, Projects, Case Studies, Practical Demonstrations, and Assessor Observations
Target Students	This qualification is aimed at students who would like to enhance their skills and knowledge in leadership and management role.
Contact time	Classroom – 20 hours per week Self-Study – 10 hours per week.
Class Time	<ul style="list-style-type: none"> Shift 1 – Monday, Tuesday: 8:00am – 16:30pm, Wednesday 8:00am – 12:00pm Shift 3 – Monday, Tuesday, Wednesday, Thursday: 16:45pm – 22:00pm
Delivery Location	Suite 603, Level 6/2 Meredith Street BANKSTOWN 2200

Course Details

Course CRICOS Code	TBA
Pre-requisite requirements	There are no pre-requisites or entry requirements for this qualification in the training package.
Packaging Rules	<p>This qualification has total 12 Units of Competency.</p> <p>Core Units: 6 core unit which must be selected from those listed in the qualification descriptor.</p> <p>Elective Units: 6 elective units, of which:</p> <ul style="list-style-type: none"> - 4 elective units must be selected from qualification descriptor. - 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.
Licensing, Legislative, Regulatory or Certification Considerations	No licensing, legislative or certification requirements apply to this qualification at the time of publication.
Fees	Enrolment Fee (non-refundable): \$AU 250.00 Material Fee: \$AU 95.00 Tuition Fee: \$AU 8,000 paid in full or over 4 instalments.
Units of Competency	Units
	CORE
	BSBCMM511 Communicate with influence
	BSBCRT511 Develop critical thinking in others
	BSBLDR523 Lead and manage effective workplace relationships
	BSBOPS502 Manage business operational plans
	BSBPEF502 Develop and use emotional intelligence
	BSBTWK502 Manage team effectiveness
	ELECTIVE
	BSBPEF501 Manage personal and professional development
	BSBCRT512 Originate and develop concepts
	BSBTWK503 Manage meetings
	BSBOPS501 Manage Business resources
	BSBHRM525 Manage recruitment and onboarding
	BSBOPS503 Develop administrative systems

Course Assessment Requirements and Overview

Each unit of competency in BSB50420 – Diploma of Leadership and Management comprises of assessment tasks such as Written Knowledge Assessments, Projects, Case Studies, Practical Demonstrations, and Assessor Observations which must be completed in full before being submitted for marking. Assessments for qualifications are competency based, which means students are assessed against the unit of competency (unit) requirements.

Once a student receives a satisfactory result for all required assessment tasks, a Competent (C) outcome will be awarded for the entire unit. The student must demonstrate their understanding of all competency standards in each unit before receiving a competent outcome.

Students have three (3) attempts to demonstrate competency, otherwise a unit re-enrolment fee applies (Please see fee schedule contained in the International Student Fees and Refund Policy and Procedure).

Learner Resources

Hallmark Institute provides BSB50420 – Diploma of Leadership and Management students with access to a wide range of learning resources including Learner's Guide, Power point slides, a Self-Study Guide and other assessment resources. Some of those resources have been developed in-house whereas most learning resources have been purchased from reputable resource providers available in the market. All students have the opportunity to obtain the hard copies of available resources, should they desire to do so.

Course Entry Requirements

For entry into BSB50420 – Diploma of Leadership and Management, all students must be of the age of 18 years or over at the time of applying for admission.

Academic Course Entry Requirements:

- Have successfully completed studies equivalent to an Australian Year 12 qualification or equivalent and above, and

English Language Entry Requirement:

- IELTS band score of 6.0 minimum; or
- TOEFL Paper-based (PBT) score of 547; or
- TOEFL Internet-based (IBT) score 78; or
- TOEIC score 780; or
- PTE Score 52

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. Please note that the minimum English Language Level requirements apply to all students.

Technology Literacy Requirements

Students are required to provide their own laptop or any other smart device that is equipped with Microsoft Office 365 software or Office 365 (open source). Microsoft Office 2007 or above, and Microsoft Windows 2000 or Mac OS X, Adobe Acrobat Reader, and Macro Flash Media.

Intermediate level computer skills are required that include using intermediate level Microsoft Office “Word” features. Ability to produce and present word-processed documents/ reports and undertake internet research.

As part of the learning cycle students may be required to undertake online research or activities each week in class during term time. Hallmark Institute requires that all students on campus have access to a personal laptop to be used for assigned course work at the campus.

All students entering BSB50420 – Diploma of Leadership and Management are expected to have the ability:

- To produce and present high-level word-processed documents/ reports of several pages.
- To undertake online research.
- To obtain, interpret, evaluate, and present information from a variety of sources (reading or the internet or via other assistive technology)
- To analyse, research and provide statistical data based on specific business trends.

Language, Literacy and Numeracy (LLN)

The students will also be required to undertake an LLN test to identify if they will require additional learning support and if the identified level of additional support is within Hallmark Institute capabilities to deliver. Based on the group of students that this course is designed for all are expected to have high- level of LLN capabilities.

Unique Student Identifier (USI)

Each student entering BSB50420 – Diploma of Leadership and Management must provide their USI (Unique Student Identifier) before they are to commence their studies. For those who do not have a USI, may create one at: <https://www.usi.gov.au/students/create-your-usi>

Hallmark Institute will assist students to create their USI if required. Students must contact admin@hallmarkinstitute.edu.au or the Hallmark Institute Reception Desk at +61 2 9066 6903 if they face any challenges with creating their USI.

New Student Intake Dates 2025 - 2026

The new student intake dates for 2025 – 2026 are as follows:

TBA	TBA	TBA
TBA	TBA	TBA

TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA

Further Information

For further information about Hallmark Institute courses, Fees and Charges and Policy and Procedures, please refer to Hallmark Institute website:

<https://demo.hallmarkinstitute.com.au/>