

BSB50420

Diploma of Leadership and Management



2026 Course Information



Learning Pathway



Welcome

Thank you for your interest in undertaking BSB50420 Diploma of Leadership and Management via a Learning Pathway at the Centre for Community Welfare Training. This nationally recognised qualification is recommended for aspiring or new leaders in the human services or community services sector.

The [Centre for Community Welfare Training](#) (CCWT) is the learning and development arm of the Association of Children's Welfare Agencies (ACWA). CCWT is focused on equipping individuals in the Human Services sector with work skills. If you have any questions or would like to discuss your learning journey prior to enrolment, please contact us at training@ccwt.edu.au

Qualification Overview

This Diploma has a strong focus on building your leadership skills and abilities that can then be applied to your own workplace, teams and situations. It offers practical training to develop your initiative and judgment in planning, organising, implementing and monitoring your own workload and the workload of others.

You will learn to use communication skills to support individuals and teams to meet organisational needs and practical management skills to plan and design solutions to unpredictable problems.

The units are clustered into modules that allow for holistic learning and assessment. The Diploma qualification requires completion of 12 units, 6 core and 3 elective units.

The units offered in the CCWT Learning Pathway program are:

Core Units

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 units

These 3 elective units are grouped with similar core units therefore are completed alongside the core units.

<u>BSBLDR522</u>	Manage people performance
<u>BSBPEF501</u>	Manage personal and professional development
<u>BSBSTR502</u>	Facilitate continuous improvement

To complete the Diploma, 3 additional elective units are required and can be chosen from the 4 listed below to meet your learning needs.

<u>BSBCMM412</u>	Lead difficult conversations
<u>BSBTWK503</u>	Manage meetings (RPL pathway)
<u>BSBWHS521</u>	Ensure a safe workplace for a work area
<u>CHCMGT005</u>	Facilitate workplace debriefing and support processes

Are there any prerequisites?

There are no prerequisites for this Diploma however during the application and enrolment process, you will be asked the following:

- Provide evidence of being over 18 years of age AND
- Complete an online LLND (Language, Literacy, Numeracy, Digital) skills assessment.

As this is an online course, you will also require access to a computer and the internet.

How will the course be delivered?

Our Diploma course is a fully online, self-directed pathway designed to be convenient and flexible and is delivered on our learning platform, Cloud Assess. As part of our tailored online platform, we have grouped similar units together in modules.

The course has been developed by sector specialists and most of the learning and assessment materials are linked to your workplace. The assessment tasks may include questioning, case studies, third party feedback, self-reflection or workplace projects.

As this is a nationally recognised vocational qualification, assessments are competency-based, meaning that the tasks will involve the demonstration of skill, knowledge and the ability to work consistently to the required standards. If you submit an assessment that does not meet the benchmarks set, you will be allowed up to three (3) attempts for each assessment task. Individual assignments are marked as 'Satisfactory' or 'Not yet satisfactory' with the final outcome for each unit being either 'Competent' or 'Not yet competent'.

What are the key time frames?

We recommend you allocate around 8 - 10 hours per week to work through the learning materials and then complete the accompanying assessment tasks. You will have a maximum of **24 months** to complete your qualification however, you can fast track this timeframe.

What additional support is provided?

CCWT is committed to providing quality support through our team of experienced assessors and support staff. Our Trainers and assessors are qualified industry experts and on enrolment you will be allocated an assessor who will support you throughout your learning journey. Your assessor is available to assist you throughout your enrolment as are the Student Support team. The Student Support team can provide guidance on the application and enrolment process, assist with accessing the learning platform and answer any queries related to the course structure.

Additionally, many learners find a facilitated face to face/online workshop helpful to better understand the concepts and practical skills. Our workshops are interactive, full of information and tailored to the community services sector. CCWT offers Diploma students the opportunity to attend a workshop related to their Diploma unit for a small additional fee. Please note that not all units of the Diploma are covered by a workshop. To check which workshops currently scheduled click here <https://www.ccwt.edu.au/courses> or contact training@ccwt.edu.au for more information.

Fee Schedule

Cost: \$3495 (GST Free)

The course fee can be paid on enrolment or CCWT offers a payment plan, allowing the fee to be paid across three instalments as detailed below.

1.	\$495	On enrolment
2.	\$1500	12 weeks after enrolment
3.	\$1500	24 weeks after enrolment

Additional cost of optional facilitated workshops for Diploma topics

1 day workshop - \$100

2 day workshop - \$200

The course fee is applicable for a 24 month period. After this period, you may be asked to pay an extension fee. You can find out more about payment methods, and our terms and conditions here: <https://www.acwa.asn.au/ccwt/terms-and-conditions/>

What is included in my course fee?

The course cost, as detailed above includes:

- Access to interactive online learning materials
- Assessment services for up to 3 attempts for each task
- Selection of electives to meet your learning needs
- Support provided by the CCWT team, including an allocated assessor and administrative support
- Discounted fees to attend optional facilitated workshops
- Relevant certification, that is, a statement of attainment, or Diploma on successful completion

Can I get recognition for my existing skills and knowledge?

CCWT offers a Recognition of Prior Learning (RPL) Pathway for this qualification which is designed for experienced practitioners and is an assessment program that recognises current and prior knowledge and skills. RPL is an assessment approach that measures your knowledge and skills against the learning outcomes and standards of the Diploma. It means that you do not have to learn in a training setting what you already know or do. For more information on the RPL Pathway, please contact the CCWT team at training@ccwt.edu.au.

Credit Transfers

A credit transfer provides automatic credit for equivalent units that you have previously completed in an accredited course with CCWT or another training provider. We will ask you to provide your Unique Student Identifier (USI) Transcript as part of your enrolment to explore any eligible Credit Transfers. There is no charge for credit transfers, and your course fees will be reduced if you are eligible.

How do I apply?

This online program offers rolling enrolments, meaning that you can enrol at any time.

Step 1 Review the information in this brochure to explore if this is the best pathway for you and that you meet the pre-requisites.

Step 2 Use the link on the [CCWT website](#) to commence the application process. Once you have completed the application form, you will receive a confirmation email acknowledging that we have received your application.

Step 3 Your application will be reviewed, and you will be advised of the outcome via email.

Step 4 If your application is successful, we will provide you with an online enrolment link. Alternatively, we will discuss other learning options with you.

Step 5 You will receive confirmation of your enrolment and invoice, please note that enrolment is not confirmed until fees have been paid.

Step 6 You can now access your learner portal and will receive further information about your allocated assessor, and how to move through the program. Welcome to the course!

Meet our industry qualified trainers

Grace Leotta

Grace is an organisational, community development and training consultant. She develops and facilitates training programs, facilitates, service development/change management, community engagement and planning processes, and conducts reviews, evaluations and research.

She is a Harvard University trained adaptive leadership (leading change) consultant, an internationally certified facilitator and public participation practitioner, a nationally accredited trainer and assessor, an Australasia licensed community engagement trainer, and an accredited social worker.

Grace has a background in family work, community development and service management primarily with people with disability and their families and carers, including Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds.

Other courses at CCWT

CCWT provides cost effective and accessible training for people working across the community welfare sector, in a broad range of areas. CCWT provides short courses, nationally recognised qualifications and In-House training as well as specialised programs, coaching and supervision. We offer face to face delivery at our Sydney training centre or we can bring the training to you. We also have a wide range of online training options available. To explore the learning opportunities available, visit our [website](#).

For further information about the Diploma of Leadership and Management or any other learning pathway at CCWT, please contact us at training@ccwt.edu.au or 02 9281 8822.

We look forward to sharing your learning journey with you.