

BSB50420

Diploma of Leadership and Management



2025 Course Information



Recognised Prior Learning Pathway



Welcome

Thank you for your interest in undertaking BSB50420 Diploma of Leadership and Management via a Recognition of Prior Learning (RPL) Pathway at the Centre for Community Welfare Training. This nationally recognised qualification is recommended for experienced leaders and managers within the human services sector.

The [Centre for Community Welfare Training](https://www.ccwt.edu.au) (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

What is Recognition of Prior Learning (RPL)?

RPL is an assessment approach that recognises your current and prior knowledge and skills, measuring these against the learning outcomes and standards of the qualification. Therefore, you do not have to learn in a training setting what you already know or do.

As this is a nationally recognised qualification, you will need to demonstrate that you have the skill, knowledge and the ability to work consistently to the required standards of each of the units of competency within the qualification.

Are there any prerequisites?

At the Diploma level, RPL applicants will 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.

CCWT will undertake an assessment of your eligibility however, as a guide we recommend that you have a minimum of 2 years experience in a supervisory or management role.

Additionally, during the application and enrolment process, you will be asked to:

- Provide evidence of being over 18 years of age
- Complete an online LLND (Language, Literacy, Numeracy, Digital) skills assessment.
- Attend an RPL consultation to determine your eligibility.

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

Qualification Overview

BSB50420 Diploma of Leadership and Management is a competency-based qualification which requires you to achieve 12 units of competency, 6 core and 6 elective units. To be successful in RPL for this Diploma you will need to show evidence of skills and knowledge in the 12 units of competency.

The units offered as part of the CCWT RPL program are:

Core Units

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|----------------------------------|---------------------------------------------------|
| <u>BSBCMM511</u> | Communicate with influence |
| <u>BSBCRT511</u> | Develop critical thinking in others |
| <u>BSBLDR523</u> | Lead and manage effective workplace relationships |
| <u>BSBOPS502</u> | Manage business operational plans |
| <u>BSBPEF502</u> | Develop and use emotional intelligence |
| <u>BSBTWK502</u> | Manage team effectiveness |

Elective units

These 3 elective units are grouped with similar core units and 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 |
| <u>BSBWHS521</u> | Ensure a safe workplace for a work area |
| <u>CHCMGT005</u> | Facilitate workplace debriefing and support processes |

How will the course be delivered?

Our Diploma RPL program is a fully online, self-directed RPL pathway designed to be convenient and flexible for applicants and employers and is delivered on our learning platform, Cloud Assess. As part of our tailored online platform, we have grouped similar units together in clusters and provided clear instructions on the RPL process and how to approach each cluster.

Student Checklists are available for each cluster as a guide to the types of workplace evidence you may be able to submit to meet the requirements of the unit. An assessor will then determine if you are competent in each unit based on a range of evidence you provide and give you feedback. The assessor will identify any gaps in competency and plan with you how to address them. This may be in the form of additional evidence, a competency conversation or gap training.

What are the key time frames?

We recommend you allocate around 4 - 5 hours per week to work through the RPL program. This includes working through the instructions, sourcing and uploading evidence and collecting third party reports for each cluster. You will have a maximum of **12 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 RPL journey. They will hold a one-on-one consultation with you at the start of the RPL program to learn about your work and study experience and to provide an opportunity for you to have your queries answered. 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. We also offer regular online sessions as an additional opportunity to connect with the assessors and support team.

Fee Schedule

Cost: \$2700 (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.

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|----|--------|--------------------------|
| 1. | \$270 | On enrolment |
| 2. | \$1215 | 6 weeks after enrolment |
| 3. | \$1215 | 12 weeks after enrolment |

The course fee is applicable for a 12 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:

- An online Introduction to RPL short course providing details and instructions about the program
- An RPL eligibility assessment including an RPL consultation with your assessor
- Online RPL resources including Student Checklists and Third Party Report templates
- Regular online drop-in sessions
- Any identified gap training and assessment
- Support provided by the CCWT team, including an allocated assessor and administrative support
- Relevant certification, that is, a statement of attainment, or Diploma on successful completion

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 application 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?

Applications open **March 2025** and you can apply at any time following this.

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 or contact the team to discuss your options at training@ccwt.edu.au.

Step 2 Access 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 and invoice. Alternatively, we will discuss other learning options with you.

Step 5 You will receive confirmation of your enrolment noting 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 RPL journey, allocated assessor, and how to move through the program.

Meet our industry qualified trainers

Belinda Essex

Belinda brings over 25 years of experience in child protection and management and leadership development. Belinda has worked across a wide network of services in the community sector including child and family, homelessness, AOD and other health services. Knowing the impact of a positive workplace culture on client outcomes, Belinda's passion is to inspire and support agencies to develop a healthy organisational culture, with successful, confident teams, in the hope that we can have stronger, more positive outcomes for the community sector clients we are committed to.

Peter Watson

Peter is an experienced leader, manager and educator specialising in the Community Services Sector. He gained his Masters in Community Management from UTS in 2008 and has Degrees in Business and Theology. Peter has worked in Community Sector organisations since 1991 in areas such as Homelessness, Child Protection, and several Churches as a Pastor. Since 2009, Peter has been sharing his knowledge training Accredited Courses such as Leadership, Management, and Community Services across organisations as diverse as the Armed Forces, Police, The Salvation Army and many more.

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 Community Services or any other learning opportunity at CCWT, please contact us at training@ccwt.edu.au or 02 9281 8822.

We look forward to sharing your learning journey with you.

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. As a Registered Training Organisation (RTO 90494) CCWT has been delivering quality accredited vocational training since 1995.