

AfMA - Australasian Fleet Management Association Inc.

Diploma of Leadership & Management (BSB50420)

Program elements – selected units of competency aligned to National Qualification Standards and requirements.

BSBOPS502	Manage business operational plans This unit describes the skills and knowledge required to develop and monitor the implementation of operational plans to support efficient and effective workplace practices and organisational productivity and profitability. The unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plans.
BSBPMG430	Undertake project work This unit describes the skills and knowledge required to undertake a minor project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects. The unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.
PSPGEN056	Facilitate change This unit describes the skills required to facilitate workplace change in public sector environments where role ambiguity and uncertainty often accompany the change process. It includes planning for the introduction of change, dealing with emerging challenges and opportunities and handling ambiguity in the change process. This unit applies to those working in generalist and specialist roles within the public sector. The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to. Those undertaking this unit would work independently performing complex tasks in a range of familiar and unfamiliar contexts.
BSBPEF502	Develop and use emotional intelligence This unit describes the skills and knowledge required to develop and use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the workplace. The unit applies to individuals who are required to identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems as part of their job role. These individuals may be responsible for leading a team or work area.

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BSBSTR501	<p>Establish innovative work environments</p> <p>This unit describes the skills and knowledge required to create an environment that enables and supports practice which focuses on a holistic approach to the integration of innovation across all areas of work practice.</p> <p>The unit applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals.</p>
BSBCRT511	<p>Develop critical thinking in others</p> <p>This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.</p> <p>The unit applies to individuals who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles. This unit applies to individuals who are typically responsible for leading teams</p>
BSBTWK502	<p>Manage team effectiveness</p> <p>This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.</p> <p>The unit applies to individuals working at a managerial level who lead and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement. It will also involve using a range of problem solving and decision-making strategies.</p>
BSBLDR522	<p>Manage people performance</p> <p>This unit describes the skills and knowledge required to manage the performance of staff that are direct reports.</p> <p>The unit applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.</p>
BSBCMM412	<p>Lead difficult conversations</p> <p>This unit describes the skills and knowledge required to prepare, facilitate and lead difficult conversations.</p> <p>The unit applies to individuals who may work as managers and leaders, and are required to lead difficult conversations in the workplace. They contribute well developed verbal and relationship building skills in having difficult conversations.</p>

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BSBLDR523	<p>Lead and manage effective workplace relationships</p> <p>This unit describes the skills and knowledge required to lead and manage effective workplace relationships.</p> <p>The unit applies to individuals in leadership or management positions who have a prominent role in establishing and managing processes and procedures to support workplace relationships. These individuals apply the values, goals and cultural diversity policies of the organisation. They use complex and diverse methods and procedures as well as a range of problem solving and decision making strategies, which require the exercise of considerable discretion and judgement.</p>
BSBCMM511	<p>Communicate with influence</p> <p>This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.</p> <p>The unit applies to individuals who are managers and leaders required to identify, analyse, synthesise and act on information from a range of sources, and who deal with unpredictable problems as part of their job role. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.</p>
BSBOPS504	<p>Manage business risk</p> <p>This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.</p> <p>The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.</p>
BSBFIN501	<p>Manage budgets and financial plans</p> <p>This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes.</p> <p>The unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.</p>