



Important Student Information

Overview of Student Training and Assessment

The BSB50420 Diploma of Leadership and Management course delivered by ICCC is a nationally recognised qualification across all industries. This course has been contextualised to specifically meet the needs of learners employed in the Early Childhood Education and Care sector and explores the three key areas of leadership identified in Quality Area 7 of the National Quality Standards - guiding and growing teams, managing change and developing processes related to compliance and risk. These are explored using scenarios, case studies and assessment activities such as developing quality improvement plans and allow the student to *Remember, Understand, Apply, Analyse and Evaluate* these key concepts. However, the graduates will be able to use this qualification in any other industry.

You will benefit from extended workplace experience including an understanding of working within your industry's regulatory framework and daily operations around managing risk and quality improvements.

Students who successfully complete all of the requirements for a qualification are issued with the appropriate nationally recognised award. Students who complete part of a qualification are issued with a Statement of Attainment.

Entry Requirements

This qualification does not have any entry requirements. To be able to demonstrate the knowledge and skills required it is recommended that all Students:

- Are 18 years of age or older.
- Meet the minimum Language, Literacy and Numeracy skills required for a Diploma level qualification.
- Are currently employed or have access to a workplace.

Duration and AQF Volume of Learning

To allow for flexible study options the standard duration of this course is 24 months. This takes into consideration the busy work roles of the students and the time needed for learning opportunities and the completion of assessments.

Students will need to allow approximately 2 hours per week of self-paced study in addition to assessment completion.

To embed the key concepts students are encouraged to apply and use the knowledge and working tools within their daily practice, regulatory and compliance responsibilities.

Students may complete the program earlier than these timelines through RPL, CT or extended application to studies.

Resources, Training and Technology Materials

Students are provided with **all** learning and assessment materials required for successful completion of the course.

Learners will need access to the internet and a computer with the following specifications.

- Microsoft Office 2003 or equivalent
- Microsoft Windows 2000 or Mac OS X
- Adobe Acrobat Reader
- Access to a printer

Sequencing of units and assessment activities

The sequencing of units is flexible with students able to adapt their Individual Learning Plan to suit current 'knowledge and/ or skills' needs in the workplace.

Students are required to complete the initial unit based on Emotional Intelligence prior to adjusting further units.

Types of Assessment

Students must complete **all** required tasks as part of their learning experience. This assessment evidence forms part of the overall competence judgement.

There are 5 forms of assessment used:

- Theory tasks (knowledge evidence) require the completion of short answer questions.
- Case Studies and Scenarios (application of knowledge evidence) require the completion of simulated activities.
- Research Tasks (application of knowledge and skills) require the completion of research tasks related to the current needs of the workplace.
- Project Tasks (application of knowledge and skills) require the completion of a project related to the current needs of the workplace.
- Competency conversation (application of knowledge and skills) requires a discussion with your trainer.

Education Pathway

There is a pathway between this qualification and a higher-level university qualification.

Government Subsidies and Loss of Entitlement (NSW only)

NSW learners may be eligible for subsidies under NSW Smart and Skilled Entitlement training programs.

This training is subsidised by the NSW Government.



INTERNATIONAL CHILD CARE COLLEGE

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