

THINK OF

TOMORROW

LEADERSHIP AND MANAGEMENT

LEADERSHIP AND MANAGEMENT

Doing business in the 21st Century, with its focus on a global economy, is more and more complex. You need to be multi-skilled, innovative, and able to solve problems, and also have excellent communication and organisational skills.

Our nationally recognised courses are comprehensive and practical, giving you the opportunity to gain the skills, knowledge and qualification you require to secure your position in the business area of your choice.



**WE MAKE IT
POSSIBLE**

COURSE INFORMATION

Our Management courses have been developed according to the requirements of the Business Services Training Package (BSB) and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF).

STUDY PATH

Training is delivered in stages which correspond to AQF Levels II, IV, V and VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level – thereby achieving more than one qualification.

Applicants without the previous level qualification will be considered if they have relevant qualification and/or vocational experience.

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

COURSE DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Qualifications are delivered over 20 hours per week, 16 hours face-to-face and 4 hours online learning.

Assessment methodology may include but is not limited to observation, project/ report, case study, role play, exercises, activities, and written/oral tasks including multiple choice, question and answer, essays, true/false and presentations.

ENTRY REQUIREMENTS

Year 11 or equivalent certificate of senior secondary education.

Recommended English Level: IELTS 6.0 (with no individual band less than 5.0) or equivalent. (If the level of English is insufficient, a suitable course can be organised).

OTHER FEES

Administration Fee (Non-refundable):
➤ **A\$ 300**

Confirmation of Enrolment Fee (Non-refundable):
➤ **A\$ 20** for a course no longer than 12 months
➤ **A\$ 40** for a course longer than 12 months

ACADEMIC YEAR/ START DATES

Don't miss out on your intake dates. There are 36 teaching weeks per annum with the year being divided into 4 terms of 9 weeks each. The academic year begins in January and ends in November. Primary intakes are at the beginning of each term.

YEAR	TERM 1 INTAKES		TERM 2 INTAKES		TERM 3 INTAKES		TERM 4 INTAKES	
	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM
2024	15 JAN	19 FEB	8 APR	13 MAY	1 JUL	5 AUG	23 SEP	28 Oct
2025	13 JAN	17 FEB	7 APR	12 MAY	30 JUN	4 AUG	22 SEP	27 Oct
2026	12 JAN	16 FEB	7 APR	11 MAY	29 JUN	3 AUG	21 SEP	26 Oct

Choice of subjects may be limited in mid-term intakes

Qualification	Subject	Competency	Tuition Fee / Duration
Certificate II in Workplace Skills (BSB20120) CRICOS Course Code 106322A	Workplace WHS and Sustainability	BSBSUS211 Participate in sustainable work practices BSBWHS211 Contribute to the health and safety of self and others BSBOPS306 Record stakeholder interactions	A\$ 2,000 /term 1 Term 9 college weeks
	Working Effectively	BSBOPS201 Work effectively in business environments BSBPEF202 Plan and apply time management BSBTWK201 Work effectively with others	
	Customer Service	BSBOPS202 Engage with customers BSBOPS203 Deliver a service to customers BSBCMM211 Apply communication skills	
	Self-Awareness	BSBPEF302 Develop self-awareness	
	Vocational/ Employment Outcome International Education Office Receptionist, Legal Receptionist, Administration Officer (Local Government), Office Assistant, Receptionist, Administrative Assistant, Trainee Racing Administrator, Information Desk Clerk, Clerical Officer, Data Entry Operator		
Certificate IV in Business (Leadership) (BSB40120) CRICOS Course Code 106323M	Business Communication	BSBWRT411 Write complex documents BSBXCM401 Apply communication strategies in the workplace	A\$ 2,000 /term 2 Terms 18 college weeks
	Personal Wellbeing	BSBPEF401 Manage personal health and wellbeing BSBPEF402 Develop personal work priorities	
	Digital Technologies	BSBTEC404 Use digital technologies to collaborate in a work environment	
	Workplace Leadership	BSBLDR411 Demonstrate leadership in the workplace BSBXTW401 Lead and facilitate a team	
	Business Presentations	BSBCMM411 Make presentations BSBCRT412 Articulate, present and debate ideas	
	Business Relationships	BSBTWK401 Build and maintain business relationships	
	WHS Implementation	BSBWHS411 Implement and monitor WHS policies, procedures and programs	
	Work Practices	BSBCRT411 Apply critical thinking to work practices	
Vocational/ Employment Outcome Accounts Clerk, Customer Service Advisor, E-business Practitioner, Medical Receptionist, Office Administration Assistant, Student Services Officer, Word Processing Operator, Personal Assistant			
Diploma of Leadership and Management (BSB50420) CRICOS Course Code 104142K	Operational Management	BSBOPS502 Manage business operational plans	A\$ 2,000 /term 4 Terms 36 college weeks
	Emotional Intelligence	BSBPEF502 Develop and use emotional intelligence	
	Team Effectiveness	BSBTWK502 Manage team effectiveness	
	Workplace Relationships	BSBLDR523 Lead and manage effective workplace relationships	
	Communication	BSBCMM511 Communicate with influence	
	Work Health and Safety	BSBWHS521 Ensure a safe workplace for a work area	
	Critical Thinking	BSBCRT511 Develop critical thinking in others	
	Personal Development	BSBPEF501 Manage personal and professional development	
	Finance	BSBFIN501 Manage budgets and financial plans	
	Customer Service	BSBOPS505 Manage organisational customer service	
	Sustainability	BSBSUS511 Develop workplace policies and procedures for sustainability	
	Business Risk	BSBOPS504 Manage business risk	
	Vocational/ Employment Outcome Office Manager, Legal Practice Manager, Information Services Manager, Operations Manager, Business Development Manager, Warehouse Manager, Corporate Services Manager, Public Sector Manager, Production Manager, Transport Manager, Business Manager, Distribution Centre Manager		
Advanced Diploma of Leadership and Management* (BSB60420) CRICOS Course Code 106326H	Leadership	BSBLDR602 Provide leadership across the organisation	A\$ 2,000 /term 4 Terms 36 college weeks
	Organisational Change	BSBLDR601 Lead and manage organisational change	
	Workforce Planning	BSBHRM614 Contribute to strategic workforce planning	
	Work Health & Safety Management	BSBWHS605 Develop, implement and maintain WHS management systems	
	Innovation	BSBSTR601 Manage innovation and continuous improvement	
	Workplace Diversity	BSBHRM615 Contribute to the development of diversity and inclusion strategies	
	Strategic & Business Planning	BSBOPS601 Develop and implement business plans BSBSTR602 Develop organisational strategies	
	Creative Problem Solving	BSBCRT611 Apply critical thinking for complex problem solving	
	Workplace Communication	BSBXCM501 Lead communication in the workplace	
	Vocational/ Employment Outcome Area Manager, Department Manager, Regional Manager, Business Analyst, Business Development Director, Senior Executive		

UNIVERSITY PATHWAYS

FOR INFORMATION REGARDING UNIVERSITY PATHWAYS VISIT www.academies.edu.au

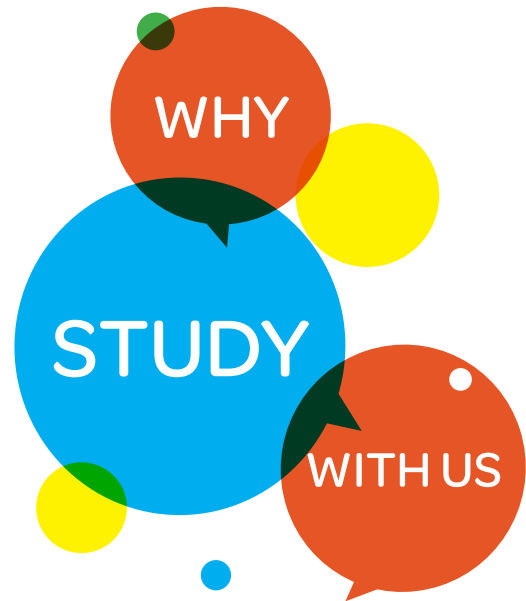
*Direct entry into Advanced Diploma of Leadership and Management (BSB60420) is possible if students have the following:

- Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), OR
- Two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

AUSTRALIA SINGAPORE

Clarendon Business College is an Academies Australasia college. Academies Australasia Group Limited has been operating for more than 115 years and listed on the Australian Securities Exchange for more than 45 years.

Academies Australasia has colleges in Melbourne, Sydney, Brisbane, Perth, Adelaide, Dubbo, Gold Coast and Singapore, and offers a wide range of courses at different levels – Certificate, Diploma, Advanced Diploma, and Bachelor Degrees.



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LONG HISTORY

ESTABLISHED MORE THAN 115 YEARS AGO

ACCREDITED QUALIFICATIONS

NATIONALLY RECOGNISED

QUALITY TEACHING

PASSIONATE TEACHERS WHO ARE PROFESSIONALS IN THEIR FIELD

EXCELLENT FACILITIES AND STUDENT SUPPORT

GREAT LEARNING ENVIRONMENT

STUDENTS FROM AROUND THE WORLD

TENS OF THOUSANDS OF STUDENTS FROM MORE THAN 135 COUNTRIES HAVE STUDIED WITH US

UNIVERSITY PATHWAYS

ARTICULATIONS WITH SEVERAL UNIVERSITIES
CREDITS SAVE TIME AND MONEY