

LEADERSHIP AND MANAGEMENT



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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\$ 200**

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
2025					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
2027	11 JAN	15 FEB	5 APR	10 MAY	28 JUN	3 AUG	20 SEP	25 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	A\$ 2,000 /term 1 Term 9 college weeks
	Working Effectively	BSBWHS211	Contribute to the health and safety of self and others	
		BSBOPS306	Record stakeholder interactions	
		BSBOPS201	Work effectively in business environments	
	Customer Service	BSBPEF202	Plan and apply time management	
BSBTWK201		Work effectively with others		
Self-Awareness		BSBOPS202	Engage with customers	
	BSBOPS203	Deliver a service to customers		
	BSBCMM211	Apply communication skills		
BSBPEF302	Develop self-awareness			
Exit with Certificate II	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	A\$ 2,000 /term 2 Terms 18 college weeks
	Personal Wellbeing	BSBXCM401	Apply communication strategies in the workplace	
		BSBPEF401	Manage personal health and wellbeing	
	Digital Technologies	BSBPEF402	Develop personal work priorities	
	Workplace Leadership	BSBTEC404	Use digital technologies to collaborate in a work environment	
		BSBLDR411	Demonstrate leadership in the workplace	
	Business Presentations	BSBXTW401	Lead and facilitate a team	
	Business Relationships	BSBCMM411	Make presentations	
BSBCRT412		Articulate, present and debate ideas		
WHS Implementation	BSBTWK401	Build and maintain business relationships		
	BSBWHS411	Implement and monitor WHS policies, procedures and programs		
	Work Practices	BSBCRT411	Apply critical thinking to work practices	
Exit with Certificate IV	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		
Exit with Diploma	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		
Exit with Advanced Diploma	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 116 years and listed on the Australian Securities Exchange for more than 47 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 116 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