

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 5.5 (with no individual band less than 5.0) or equivalent. (If the level of English is insufficient, a suitable course can be organised).
- › Students are required to complete a Language, Literacy, Numeracy and Digital (LLND) test prior to the commencement of the course.

OTHER FEES

- Administration Fee includes Confirmation of Enrolment Fee:
- › **A\$ 250** (Non-refundable)

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
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	2 AUG	20 SEP	25 Oct
2028	10 JAN	14 FEB	3 APR	8 MAY	26 JUN	31 JUL	18 SEP	23 Oct

Choice of subjects may be limited in mid-term intakes



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Qualification	Subject	Competency	Tuition Fee / Duration
Diploma of Leadership and Management (BSB50420)	Operational Management	BSBOPS502	Manage business operational plans
	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	
			A\$ 2,000 /term 4 Terms 36 college weeks

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)

Leadership	BSBLDR602	Provide leadership across the organisation
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

A\$ 2,000 /term

4 Terms
36 college weeks

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.

Enrolment at

Sydney

Melbourne

Perth

Academies Australasia Institute (AAI)

CRICOS Course Code: BSB50420(104147E) / BSB60420(06529H)



Academies Australasia Polytechnic (AAPoly)

CRICOS Course Code: BSB50420(104150K) / BSB60420(106350H)



Australian College of Technology (ACT)

CRICOS Course Code: BSB50420(104149C) / BSB60420(106538G)



Clarendon Business College (CBC)

CRICOS Course Code: BSB50420(104142K) / BSB60420(106326H)



Supreme Business College (SBC)

CRICOS Course Code: BSB50420(104143J) / BSB60420(106332K)



AUSTRALIA SINGAPORE

Academies Australasia Group Limited has been operating for more than 118 years and listed on the Australian Securities Exchange for more than 49 years.

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



SYDNEY

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Sydney NSW 2000 Australia

Level 2, 8 Goulburn Street
Sydney NSW 2000 Australia

MELBOURNE

Level 7, 628 Bourke Street
Melbourne VIC 3000 Australia

PERTH

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Northbridge WA 6003 Australia



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academies.edu.au

LONG HISTORY

ESTABLISHED MORE THAN 118 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

MORE THAN 200,000 STUDENTS FROM 136 COUNTRIES HAVE STUDIED WITH US

UNIVERSITY PATHWAYS

ARTICULATIONS WITH SEVERAL UNIVERSITIES CREDITS SAVE TIME AND MONEY