ACADEMIES AUSTRALASIA
INSTITUTE

LEADERSHIP AND MANAGEMENT

www.academies.edu.au

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.

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 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

Nationally Recognised Training

LEADERSHIP AND MANAGEMENT

Australia FutureUnlimited

Australian Qualifications Framework

Qualification	Subject	Competency		Tuition Fee / Duration
Diploma of Leadership and Management (BSB50420) CRICOS Course Code 104147E	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 106529H	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.

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THE POSSIBILITIES ARE INFINITE

AKG 00351/MAR24

AUSTRALIA SINGAPORE

Academies Australasia Institute 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

ACADEMIESAUSTRALASIA

2008 CENTENARY YEAR

Academies Australasia Institute Pty Limited ABN 24 101 363 688 CRICOS 02398A, RTO 90806. Other colleges in the group: *Sydney* – Academy of English (CRICOS 02399M), Australian College of Technology (CRICOS 02408D, RTO 90082), Australian International High School (CRICOS 02401M), Benchmark College (RTO 90274), Clarendon Business College (CRICOS 01953J, RTO 7029), College of Sports & Fitness (CRICOS Provider Number 03057C, RTO Code 91345), Supreme Business College (CRICOS 02028E, RTO 1191). *Dubbo* - RuralBiz Training (RTO 90782). *Brisbane and Gold Coast* – Brisbane School of Hairdressing, Brisbane School of Beauty, Brisbane School of Barbering, Gold Coast School of Hairdressing (CRICOS 03319G, RTO 32488). *Adelaide* – Print Training Australia (RTO 40122). *Melbourne* – Academies Australasia Polytechnic (CRICOS 02439G, RTO 21282, Higher Education Provider No. PRV12112), Discover English (CRICOS 03262J), Skills Training Australia (CRICOS 03521F, RTO 20828), Spectra Training Australia (RTO 21356). Vostro Institute of Training Australiia (RTO 22128). *Perth* – Language Links International (CRICOS 02139J, RTO 50587). *Singapore* – Academies Australasia College (ERF Registration 200312175W, EduTrust EDU-2-2104).