



# BSB51918

## Diploma of Leadership and Management

### International Students 2019

The Diploma of Leadership and Management is a nationally accredited course that reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

#### MODE OF STUDY

Training sessions are trainer led in group sizes of no more than 25 students using a classroom mode of study.

The training program is undertaken using a planned schedule. Sessions will include the demonstration, role plays, cases studies, explanation and practice of legal skills. This is undertaken in a simulated workplace environment.

In addition to face-to-face learning, students will also complete self-paced study to assist them in building their professional knowledge and undertake work towards their assignments.

Students will typically attend formal training sessions four days per week. Each day has scheduled training over 5 hours resulting in 20 contact hours per week. Additionally students are offered in class trainer support for one hour, at the end of each day.

#### THE COURSE FACTS

- **Duration:** 35 weeks (Excluding Holiday)
- **Commitment:** 4 Days per week (9am – 4pm)

- **Commencing:** 11/02/2019
- **Qualification:** BSB51918 Diploma of Leadership and Management
- **Delivery mode:** Face-to-face
- **Location:** Liverpool Australia
- **Cost:** AUD12,000.00

#### COURSE STRUCTURE

The course will be delivered over a period of 41 weeks, which includes 3 term breaks of 2 weeks each. The course will be delivered in four terms. The term dates are

- Term One** 11/02/2019 - 12/04/2019
- Term Two** 29/04/2019 - 05/07/2019
- Term Three** 22/07/2019 - 27/09/2019
- Term Four** 14/10/2019 - 06/12/2019

The following identifies each term and the units of competence to be delivered:

##### Term One

- BSBLDR501** Develop and use emotional intelligence
- BSBLDR502** Lead and manage effective workplace relationships
- BSBADM502** Manage Meetings (Continues in Term 2)
- BSBWOR501** Manage personal work priorities and professional development (Continues in Term 2)

##### Term Two

- BSBADM502** Manage Meetings
- BSBWOR501** Manage personal work priorities and professional development
- BSBWH501** Ensure a safe workplace
- BSBHRM405** Support the recruitment, selection and induction staff
- BSBWOR502** Lead and manage team effectiveness (Continues in Term 3)
- BSBMGT502** Manage people performance (Continues in Term 3)

[www.acbc.nsw.edu.au](http://www.acbc.nsw.edu.au) / [info@acbc.nsw.edu.au](mailto:info@acbc.nsw.edu.au)

➤ **1300 COLLEGE**



**AUSTRALIAN CAREERS**  
Business College  
*'Empowerment Through Education and Training'*

CRICOS Code 03629E

### Term Three

**PSBWOR502** Lead and manage team effectiveness

**BSBMGT502** Manage people performance

**BSBCUS501** Manage quality customer service

**BSBMGT516** Facilitate continuous improvement  
(Continues in Term 4)

**BSBMGT517** Manage operational plan (Continues in Term 4)

### Term Four

**BSBMGT516** Facilitate continuous improvement

**BSBMGT517** Manage operational plan

**BSBPMG522** Undertake project work

### COURSE FEES

➤ **Tuition Fee** AUD11,400.00

➤ **Learning Resources** AUD400.00

➤ **Training Consumables** AUD200.00

**Total** AUD12,000.00

Minimum of First Term fees (AUD3,000.00)

### PAYMENT SCHEDULE

**Term One** – AUD3,000.00

**Term Two** – AUD3,000.00

**Term Three** – AUD3,000.00

**Term Four** – AUD3,000.00

All term payments must be paid in full, in advance of the term commencing in order to maintain a valid enrolment.

### MINIMUM ENTRY REQUIREMENTS:

There are no entry requirements to this qualification.

ACBC requires students to have completed a School Certificate or equivalent secondary schooling outcome.

#### Additionally applicants must:

- Be over the age of 18
- Demonstrate good command of written and spoken English
- Verified evidence of IELTS Level 5.5
- Have completed an equivalent secondary schooling level of a School Certificate or can demonstrate suitable work or life experience.
- Meet the following Student Visa 500 requirements Follow this link: <https://www.border.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

### APPLICATION PROCESS

To enrol into a course as an overseas student at Australian Careers Business College, applicants must complete an International Student Enrolment Form available from our website.

The form should be completed in full and submitted by mail or fax with full payment to:

#### Student Services

**Address:** 28 Memorial Avenue, Liverpool NSW 2170 Australia.

**Fax:** +612 9824 1730

#### The application for enrolment must be accompanied by:

- evidence of IELTS proficiency (General Score of 5.5)
- evidence of a School Certificate or equivalent secondary schooling outcome

When we receive your application, our Student Services will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer (valid 14 days), invoice for initial payment of fees and provided with a Student Agreement for your review.

Once you accept the offer you are required to return the student agreement with the initial payment of fees, IELTS and education proof.

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to Department of Immigration and Border Protection (DIBP) and yourself at the address provided on your application with an official receipt for the fees paid. It is the applicant's responsibility to apply for a student visa. If your application is not complete, our Director of Client Services will contact you.

When you receive your eCoe, it should be taken to the visa section of your nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where you can make an application for a student visa. You will be unable to apply for a student visa without the eCoe. Visit the DIBP website for more information at <https://www.border.gov.au/Trav/Visa/Apl/Student>.

#### Successful Student Visa

If your student visa application is approved, you should contact ACBC and provide evidence of approval. ACBC will contact you to confirm your timetable, start date and all other arrangements for your study with ACBC.

#### Unsuccessful Student Visa

If your student visa application is NOT approved, you must contact Australian Careers Business College, and advise us and apply in writing for a refund of student fees in accordance with our Fee Refund Policy.

#### For further information please contact:

**Nick Elisha** – Director of Studies

**Phone:** +612 9824 0000

**Email:** [nick@acbc.nsw.edu.au](mailto:nick@acbc.nsw.edu.au)

### CAMPUS LOCATIONS

The Liverpool campus is located in the heart of the local Business District and is no more than a seven minute walk from the train station and public transport.

The Australian Careers Business College is registered by Australian Skills Quality Authority (ASQA) to deliver selected Nationally Recognised Qualifications

➤ **28 MEMORIAL AVENUE LIVERPOOL NSW 2170**

ACBC is a Registered Training Organisation (RTO) No. 90271.  
CRICOS Code 03629E

