



BSB5918 Diploma of Leadership and Management International Students

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 judgment 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 21 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:** 41 weeks (Including Holidays)
- **Commitment:** 3 Days per week (9am – 4pm)

- **Commencing:** 8/02/2021
- **Qualification:** BSB51918 Diploma of Leadership and Management
- **Delivery mode:** Face-to-face
- **Location:** Liverpool
- **Cost:** AUD12,000.00

COURSE STRUCTURE

The course is delivered in 4 terms over 41 weeks. There are 35 tuition weeks and 3 term breaks of 2 weeks each. Terms are as follows:

- Term One 08/02/2021 - 02/04/2021
- Term Two 19/04/2021 - 25/06/2021
- Term Three 12/07/2021 - 17/09/2021
- Term Four 05/10/2021 - 12/11/2021

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

Term One

BSBLDR502 Lead and manage effective workplace relationships

BSBWOR501 Manage personal work priorities and professional development

BSBADM502 Manage Meetings (Continues in Term 2)

Term Two

BSBADM502 Manage Meetings

BSBLDR511 Develop and use emotional intelligence

BSBWHS521 Ensure a safe workplace

BSBHRM405 Support the recruitment, selection and induction staff

BSBWOR502 Lead and manage team effectiveness (Continues in Term 3)

www.acbc.nsw.edu.au / info@acbc.nsw.edu.au

➤ **1300 COLLEGE**



AUSTRALIAN CAREERS
Business College
'Empowerment Through Education and Training'

CRICOS Code 03629E

Term Three

BSBWOR502 Lead and manage team effectiveness

BSBMGT517 Manage operational plan

BSBPMG522 Undertake project work

BSBCUS501 Manage quality customer service

Term Four

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

COURSE FEES

➤ **Tuition Fee** AUD11,300.00

➤ **Learning Resources** AUD500.00

➤ **Training Consumables** AUD200.00

Total AUD 12,000.00

Minimum of First Term fees (AU 3,000.00) (includes a \$300 non-refundable application fee.)

PAYMENT SCHEDULE

Term One – AUD 3,000.00

Term Two – AUD 3,000.00

Term Three – AUD 3,000.00

Term Four – AUD 3,000.00

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://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

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 email to:

Student Services

Address: 28 Memorial Avenue, Liverpool NSW 2170 Australia.

Email: international@acbc.nsw.edu.au

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 or higher

When we receive your application, our Director of Studies 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 you or your agent (if using an agent). It is the applicant's responsibility to apply for a student visa. If your application is not complete, you will be contacted by our Director of Studies

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 Department of Home Affairs website for more information at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>

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

CAMPUS LOCATION

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

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

