



# **Domestic Student Pre-Enrolment Information**

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Trading as  
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## 1 RTO REGISTRATION

Austech Business Institute (ABI) is a Registered Training Organisation (RTO), registered by Australian Skills Quality Authority (ASQA)

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## 2 NATIONALLY ACCREDITED & RECOGNISED COURSES

All courses are nationally accredited and recognised, fulfilling the requirements of the Business Services Training Packages. Courses on our scope of registration are as follows:

- BSB40515 Certificate IV in Business Administration
  - BSB51915 Diploma of Leadership and Management
  - BSB61015 Advanced Diploma of Leadership and Management
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## 3 LEGISLATIVE REQUIREMENTS

ABI follows all relevant Commonwealth and State laws covering WHS, workplace harassment, victimisation and bullying, anti-discrimination, including equal opportunity, access and equity, racial vilification, disability discrimination as prescribed in the Act, EEO, Access & Equity and Anti-Discrimination and Harassment Acts, and ABI Code of Practice.

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## 4 FACILITIES AND EQUIPMENT

ABI provides students with access to necessary instructional and assessment facilities, materials and equipment. Students are advised to bring their own laptops to the classes.

Training facilities available include:

- Training facilities and equipment set up safely and securely
  - Adequate acoustics, ventilation and lighting
  - Amenities for meal breaks
  - Toilet facilities
  - Computers with up to date software
  - Fast internet access and free internet facilities for all students
  - Selected reference material
- 

## 5 ACCESS AND EQUITY

We are committed to providing opportunities to all people for advancement in training on an equitable basis, including industries where women are under-represented, people with disabilities, people from non-English speaking backgrounds, Indigenous Australians, and rural and remote learners.

- All participants have equal access to our programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities.
- All participants who met the entry requirements (if applicable) as prescribed by the appropriate National Training Package will be accepted into any program within our scope of registration.

- Any issues or questions raised regarding access and equity can be directed to the Principal.

Some examples of our support include:

- We are able to offer Language and Literacy support of participants who have difficulty with written or spoken English.
- Equally so, we are able to support participants with numeracy issues.
- As the qualifications are largely self-paced we are able to accommodate the unique needs of expectant or new parents or participants with other carer's responsibilities.
- The ability to modify learning and assessment tasks to accommodate the unique cultural or personal needs of participants.

The principles of Access and Equity are covered at our staff induction and regularly reviewed to ensure the correct interpretation and application.

Where our training programs have a limited number of available places, these will be filled in order of completed enrolment applications.

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## **6 STUDENT SELECTION AND ENROLMENT**

Student selection and registration with ABI is based upon clients satisfying ABI entry criteria covering academic qualifications (min. completion of the HSC or equivalent) and age (min. 18 years). Original or certified copies of all documents must be submitted upon application.

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## **7 INDUCTION**

All registering students are required to undertake an induction procedure provided by appropriate ABI staff. During this procedure students will be provided with a Student Handbook and all ABI and course policies and procedures will be explained.

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## **8 STUDENT SUPPORT, WELFARE AND GUIDANCE**

We wish to ensure that all students are supported in their studies to the full extent possible, thus any participant who is experiencing any difficulties with their studies should see their trainer, or another member of the staff.

The staff member will ensure that the full resources of the institute are made available to ensure that the participant achieve the required level of competency in all accredited courses.

Furthermore students seeking advice on Welfare or Guidance on other matters may make an appointment at any time to see Institute Staff for free advice relating to study on:

Managing your time

- setting and achieving your goals
- motivation
- ways of learning
- coping with assessments

- looking after yourself

Our staff will assist you in how to seek help with local welfare and guidance services. At the end of this document a list of local agencies has been supplied for your assistance.

Our Director of Studies will act as a Student Contact Officer in all matters that we can assist you with.

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## **9 QUALITY TRAINING AND ASSESSMENT**

All ABI training and assessments comply with the compliance standards and the requirements of the relevant national training package.

These standards are maintained through continual staff professional development, monitoring, industry liaison, internal auditing and both internal and external moderation.

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## **10 TERMS AND CONDITIONS**

ABI requires all students to access and understand all ABI and course information available on the website, at reception and included in the institute application and marketing material. Students will be required to sign a declaration that they have read and understood all terms and conditions before enrolment and will be bound by these conditions once enrolment is complete.

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## **11 FLEXIBLE DELIVERY AND MEETING STUDENT DELIVERY NEEDS**

All courses are delivered on site as modified lecturers in English as competency based training following the guidelines of the relevant training packages.

Trainers will establish the training needs of the students at the start of each delivery unit and use different strategies to meet these learning needs including presentations, role play, case studies, demonstrations, excursions, guest lectures, group work, calculations and exercises, tutorials, audio visual, individual learning, library use, magazines and newspapers.

All training is designed to maximise student access and participation and hence the opportunity to achieve competency.

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## **12 FLEXIBLE ASSESSMENT AND MEETING STUDENT ASSESMENT NEEDS**

All assessment tasks are designed to allow students to demonstrate that they can satisfactorily complete all tasks as required by the competency units comprising the subject being assessed.

Trainers will assess student assessment needs at the start and assessment tasks may include formal exams, research assignments, presentations, demonstrations, reports, simulations, computer based productions, group and individual work. Assessment tasks are constructed upon the principles of validity, reliability and fairness and follow an Assessment Moderation Policy.

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### **13 RECOGNITION OF PRIOR LEARNING & CREDIT TRANSFER**

ABI recognises the AQF and VET qualifications and Statements of Attainment issued by any other RTOs. This service is provided to students through the Recognition of Prior Learning (RPL) and Credit Transfer (CT) process.

ABI recognises that students will have acquired vocational skills from a variety of different sources including formal training, work experience, life experience, other training etc. and that these skills are valid, irrespective of how they were acquired.

Hence ABI provides all registering students the opportunity to have their prior learning recognised through a formal RPL and CT process at the time enrolment with ABI. All students must apply for RPL and CT at Enrolment and as a result RPL candidates will have an ABI RPL Candidate Kit sent to them and an ABI Assessor will contact them to discuss the RPL process and guide them through it.

CT Candidates are required to complete the CT Application at the time of their enrolment and submit the Application with all required verified copies of supporting evidence.

ABI will issue a written RPL and CT outcome letter to all applicants.

Any UOC for which the student obtains CT or RPL will not need to be assessed again. The total course duration and course fees will be reduced accordingly. This might affect student visa and students should obtain professional advice before proceeding.

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### **14 COMPLAINTS AND APPEALS PROCEDURES**

ABI follows a Complaints/Appeals Policy and Procedure ensuring that all student complaints and appeals are considered confidentially with expediency and to the satisfaction of all parties involved.

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### **15 COURSE DEFERAL**

Students are able to defer their course by submitting application to ABI. Course deferral may incur a management fee. Students must specify the duration and reason for the deferral.

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### **16 STUDENT LEAVE**

It is not recommended that any student take extra leave outside the official institute breaks.

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### **17 FEES**

All fees and charges must be paid by the due date shown on the letter of offer and/or invoice. A penalty may be applied to late tuition fees. Late payment fees are explained in detail in student Enrolment Form and in our Letter of Offer and Acceptance – Student Written Contact issued as successful outcome of the Enrolment application.

If the tuition fee is not paid on time then late payment fees will apply as follows:

- 7 days overdue \$200
- 14 days overdue \$400

Students may be precluded from attending class, receiving results, sitting tests / exams if tuition fees have not been paid in full by the date written on their Letter of Offer or/and invoice. ABI is not responsible for any monies paid to agents or 3rd parties. If students need to repeat a subject(s) a pro rata tuition fee is payable.

Fees are subject to change. ABI will honour the tuition fees quoted for enrolled students only if the student commences tuition within 12 months of enrolment date.

Fee payment plans are available to all students. Once enrolment in a course has been confirmed the first terms fee plus all other fees including learning material costs and other levied fees is required to be paid. Each term fee must be paid by the commencement of the relevant term.

Whilst student fees are outstanding students will not be permitted to attend their scheduled class until such time as the outstanding fees have been paid.

The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are maintained and secured for two years after the student ceases to be a student and is kept within the financial management system software for up to five years as required by taxation legislation.

## 18 CURRENT ABI TUITION FEES

Course	Tuition Fee	Duration Tuition + Breaks (Weeks)
BSB40515 Certificate IV in Business Administration	\$5,400	20 + 6 = 26
BSB51915 Diploma of Leadership and Management	\$13,750	60 + 6 = 66
BSB61015 Advanced Diploma of Leadership and Management	\$19,500	90 + 8 = 98

## 19 SCHEDULE OF NON TUITION FEES

Application Fee (also known as Enrolment Fee)	\$250
Overdue tuition fee – 7 days	\$200
Overdue tuition fee – 14 days	\$400
Change of COE details	\$100
Deferral Application fee	\$150
Re-enrolment fee	\$500

RPL Application fee (Certificate IV in Business Administration per unit)	\$270
RPL Assessment fee (Diploma of Leadership and Management per unit)	\$570
RPL Assessment fee (Advanced Diploma of Leadership and Management per unit)	\$810
Theory Assessment Re-sit	\$180
Practical Assessment Re-sit	\$220
Interim Attendance letter	\$20
Interim Academic transcript	\$20
Re-issue of final documents	\$100

**Note: The fees and charges stated above are subject to change or variation with notice to students**

The \$250 enrolment fee which applies before enrolment for all courses is mandatory and this fee is non-refundable.

## 20 CANCELLATION AND REFUND POLICY

### Refund Policy

The tuition fees **will be refunded** only under the following circumstances as shown in the table below:

Enrolment Fee	Non-refundable
<b>Tuition Fees</b>	
Visa refused by the DIBP prior to course commencement	Full refund
Withdrawal from registration 5 weeks or more prior to agreed start date	90% refund
Withdrawal from registration between 5 - 3 weeks prior to agreed start date	70% refund
Withdrawal from registration 3 or less weeks prior to agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Visa extension is refused	Return of unused tuition fees
Withdrawal from study - current students	For refund of unused tuition fees, <i>Notification of Withdrawal</i> form must be received by ABI 4 weeks prior to start date of the following semester(s)



Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider
Airport Pick-up	Full Refund if cancelled 7 days prior to flight arrival

Tuition fees **will be NOT be refunded** under the following circumstances:

1. Student whose enrolment is terminated for failure to comply ABI's policies and procedures
2. Student cancels the enrolment less than two weeks prior the course commencement date.
3. Student cancels the enrolment after course commencement date.
4. Does not commence (i.e. Does not arrive, or has not arranged with ABI for a later start.)

Requests for refund should be made in writing to the CEO with documented evidence of the reason for withdrawal. Eligible refunds will be refunded within 28 day of receipt of the claim. A documented administrative fee \$150 will be charged for processing all refunds. All Non-Tuition fees (as provided in pre-enrolment information) are not refundable including enrolment fee.

All refunds will include a statement explaining how the refund amount was calculated. Refund will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents.

This refund policy does not remove students' rights to take further action under the Australian Consumer Protection Laws.

Staff is responsible for referring all enquiries regarding fees, charges and refunds to the CEO.

After course commencement students who discontinue will not be entitled to any refund. Every effort will be made to negotiate the transfer of training in the event of a student's prolonged illness or personal hardship. However, no consideration can be given to extended absences for any other reason.

#### **WITHDRAWAL FORM COMMENCED COURSE**

In the event the students intend to transfer their study to another provider or terminate their study. One month notice in writing is required before the commencement date of the next semester. If less than one month notice is given, the student or an agent or parents have the obligation to pay the following semester fee according to the instalment indicates on the offer letter.

Students will need to fill out the Course Withdrawal Form to notify ABI the cease of their study. The form is available from ABI administration office upon request

#### **21 CHANGE OF CONTACT DETAILS**

All students are required to maintain current and accurate contact details with ABI at all times. In the event of a change in contact details students are required to complete a change of details form and submit to the Administration Office.

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## **22 DISCIPLINARY PROCEDURES**

All ABI students are subject to Australian civil and criminal laws and to the ABI Disciplinary Policy and Procedure. ABI reserves the right to expel students who break these conditions.

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## **23 CODE OF PRACTICE**

ABI has a Code of Practice, which covers all its activities. Students will be provided with a copy of the code on request or in the Student Handbook at orientation to their course.

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## **24 LANGUAGE, LITERACY AND NUMERACY (LLN)**

We aim at all times to provide a positive and rewarding learning experience for all of its students. Our enrolment form asks you to provide information regarding your LL&N requirements or any other special learning needs. In the event of LL&N becoming an issue, the Administration Staff will contact the participant to discuss their requirements.

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## **25 STUDENTS RIGHTS and RESPONSIBILITIES**

Students have the right to:

- Be treated fairly with respect from others and without discrimination or harassment, regardless of religious, cultural, racial and sexual difference, age, disability or socio-economic status;
- Be free from all forms of intimidation;
- Work in a safe, clean, orderly and cooperative environment;
- Have personal property (including computer files and your work) and the Institute's property protected from damage or other misuse;
- Have any disputes settled in a fair and rational manner (this is accomplished by the Complaints Procedure);
- Learn in an environment that is conducive to success;
- Work and learn in a supportive environment without interference from others;
- Apply to have existing skills and knowledge recognised;
- Privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses);
- Be given information about assessment procedures at the beginning of the unit and progressive results as they occur;
- Appeal within five days of receiving notification of any decision made about late or missed assessment;
- Lodge a complaint and have it investigated effectively without fear of retaliation or victimisation; and
- Express and share ideas and to ask questions

Students have the responsibility to:

- Treat staff and fellow students with respect and fairness. This includes but is not limited to:
  - Following reasonable directions from a member of staff;
  - Not behaving in any way that may offend, embarrass or threaten others;
  - Not harassing fellow students or staff by for example using offensive language or making unwanted sexual advances;

- Taking care of facilities by not damaging, stealing, modifying or misusing property; and
- Acting in a safe manner that does not place you or others at risk.
- Ensure personal details are current and correct;
- Participate in all assessment tasks as scheduled, honestly and to the best of your ability;
- Not to smoke in non-smoking areas;
- Not to be under the influence of alcohol or illegal drugs; and
- Follow normal safety practices

## 26 CHANGE OF LOCATION OF PREMISES

If the Institute changes its location, students will be notified in writing at least three weeks before the re-location is to take place

## 27 GETTING TO ABI

ABI is easily accessible by train or bus and is conveniently located close to Arncliffe Station.

## 28 GENERAL INFORMATION ON ALL COURSES

Entry Requirements:	18 years of age or over Higher School Certificate (HSC) or equivalent
Study Method:	Full-time study – for part time study contact ABI
Teaching Methods:	Flexible learning delivery e.g. combination of private training, lectures, seminars, demonstrations, simulated work environments, workshops, visits
Work Experience:	Not applicable
Field Trips:	Advised at commencement of course (if any)
Assessment Methods:	Flexible assessment procedures e.g. combination of assessment tasks, written assignments, supervised tests, simulated work presentations
Customisation:	Each course and its learning and assessment materials maybe subject to customisation to suit the needs of the individual students where these needs have been identified. This customisation will occur on a case by case basis and will be conducted in consultation with the individual student

NTIS	Qualification Level and Specialisation	Duration Tuition + Breaks = Weeks
BSB40515	Certificate IV in Business Administration	20 + 6 = 26
BSB51915	Diploma of Leadership and Management	60 + 6 = 66
BSB61015	Advanced Diploma of Leadership and Management	90 + 8 = 98

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## 29 UNIQUE STUDENT IDENTIFIER (USI)

USI is an Australian Government initiative and all students need to provide their USI at the time of enrolment with ABI. For more information please visit [www.usi.gov.au](http://www.usi.gov.au). Or contact Administration Office for help.

### BSB40515 – Certificate IV in Business Administration

#### Course Overview:

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a semi-supervisor level;
- An overview of a wide range of well – developed administrative skills within the business sector;
- Skills and knowledge for operation within the business sector at a semi supervisory level and at apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a range of sources;
- Interpersonal skills essential for a career in the business sector.

#### Target Groups:

This course is particularly targeted at those people who:

- Persons who are wishing to upgrade their existing skills to be able to effectively work within the Business sector in a supervised administrative role.
- Persons who have been made redundant from the workforce and are wishing to make a career change and who are seeking to update their existing skill set
- Current employees who are wishing to enhance their existing skill set or to make a change in career pathways within the business sector.
- Persons who are seeking to be promoted or who are currently employed seeking to become a senior employee.
- Workplace Trainers and Assessors who have the industry experience within the business sector wishing to be able to train and assess in this vocational area
- Persons who are fully experienced within this vocational area and are seeking formal recognition of their existing skills in Business
- International students who are wishing to gain a qualification in Business Administration to work at a semi-supervisory level position.

#### Course Duration:

Total duration of the course is 26 weeks consisting of two ten week terms where the student will attend as specified on the course timetable. Holidays consist of six weeks.

This course is only offered as a full-time and is not offered part-time or by distance education.

#### Qualification Awarded:

At the successful completion of this course the participant will receive a Certificate IV in Business Administration BSB40515. Those students who do not complete this course or who are deemed not yet competent in units will still receive a Statement of Attainment for all units completed.

#### Career Outcomes:

Attainment of this qualification may enable the participant to fill positions as Accounts Supervisor, Executive Personal Assistant, Officer Administrator or Project Assistant.

**Pathways for further study:**

Students will be provided with information on further study options available to them including the Diploma of Leadership and Management (BSB51915).

**Course Units and Descriptors:****BSBADM405 Organise meetings**

This unit describes the performance outcomes, skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

**BSBADM406 Organise business travel**

This unit describes the performance outcomes, skills and knowledge required to organise domestic and overseas business travel, including developing associated itineraries, booking travel and accommodation, preparing travel related documentation and making travel arrangements.

**BSBSUS301 Implement and monitor environment sustainable work practices**

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

**BSBFIA401 Prepare financial reports**

This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports.

**BSBINM401 Implement workplace information system**

This unit describes the performance outcomes, skills and knowledge required to implement the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information, which plays a significant part in the organisation's effectiveness.

**BSBMKG413 Promote products and services**

This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.

**BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements**

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

**BSBREL401 Establish networks**

This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.

**BSBCMM401 Make a presentation**

This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.

## **BSBCUS402 Address customer needs**

This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer that includes; assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.

## **BSB51915 – Diploma of Leadership and Management**

### **Course Overview:**

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- Interpersonal skills essential for a managerial career within the business sector.

### **Target Groups:**

This course is particularly targeted at those people who:

- Persons who are wishing to upgrade their existing skills to be able to effectively work within the Business sector in a managerial role.
- Persons who have been made redundant from the workforce and are wishing to make a career change and who are seeking to update their existing skill set
- Current employees who are wishing to enhance their existing skill set or to make a change in career pathways within the business sector.
- Persons who are seeking to be promoted or who are currently employed seeking to become a senior employee.
- Workplace Trainers and Assessors who have the industry experience within the business sector wishing to be able to train and assess in this vocational area
- Persons who are fully experienced within this vocational area and are seeking formal recognition of their existing skills in Business
- International students who are wishing to gain a qualification in Management to work in a variety of managerial positions.

### **Course Duration:**

Total duration of the course is 66 weeks consisting of five terms (four terms runs for thirteen weeks and one term two runs for eight weeks) where the student will attend as specified on the course timetable. Holidays consist of six weeks for the course.

This course is only offered as a full-time and is not offered part-time or by distance education.

### **Qualification Awarded:**

At the successful completion of this course the participant will receive a Diploma of Leadership and Management BSB51915. Those students who do not complete this course or who are deemed not yet competent in units will still receive a Statement of Attainment for all units completed.

### **Career Outcomes:**

Attainment of this qualification may enable the participant to fill positions in office management, personnel management, business development management and accounts management.

**Pathways for further study:**

Students will be provided with information on further study options available to them including the Advanced Diploma of Leadership and Management (BSB61015).

**Course Units and Descriptors:**

**BSBLDR501 Develop and use emotional intelligence**

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.

It applies to managers who identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

**BSBMGT517 Manage operational plan**

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan. This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

**BSBLDR502 Lead and manage effective workplace relationships**

This unit describes the skills and knowledge required to lead and manage effective workplace relationships.

It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity.

**BSBCUS501 Manage quality customer service**

This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation

**BSBFIM501 Manage budgets and finance**

This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances and reviewing and evaluating effectiveness of financial management processes

**BSBMGT502 Manage people performance**

This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly.

**BSBRSK501A Manage risk**

This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management.

**BSBWHS501 Ensure a safe workplace**

This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

**BSBADM502 Manage Meetings**

This unit describes the skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

**BSBPMG522 Undertake project work**

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

**BSBINN502 Build and sustain an innovative work environment**

This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing on a holistic approach to the integration of innovation across all areas of work practice.



## **BSB61015 – Advanced Diploma of Leadership and Management**

### **Course Overview:**

This course aims to provide:

- Training and skills development in the functions of business and the environment in which business operates at a management level;
- An overview of a wide range of well – developed managerial skills within the business sector;
- Skills and knowledge for operation within the business sector at a managerial level and the ability to manage the work of others and to add value to or review management practices;
- The ability to analyse, diagnose, design and execute business management functions
- Interpersonal skills essential for a managerial career within the business sector.

### **Target Groups:**

This course is particularly targeted at those people who:

- Persons who are wishing to upgrade their existing skills to be able to effectively work within the Business sector in a managerial role.
- Persons who have been made redundant from the workforce and are wishing to make a career change and who are seeking to update their existing skill set
- Current employees who are wishing to enhance their existing skill set or to make a change in career pathways within the business sector.
- Persons who are seeking to be promoted or who are currently employed seeking to become a senior employee.
- Workplace Trainers and Assessors who have the industry experience within the business sector wishing to be able to train and assess in this vocational area
- Persons who are fully experienced within this vocational area and are seeking formal recognition of their existing skills in Business
- International students who are wishing to gain a qualification in Management to work in a variety of managerial positions.

### **Course Duration:**

Total duration of the course is 98 weeks that consists of seven thirteen week terms and one seven week term where the student will attend as specified on the course timetable. Holidays consist of eight weeks.

This course is only offered as a full-time and is not offered part-time or by distance education.

### **Qualification Awarded:**

At the successful completion of this course the participant will receive an Advanced Diploma of Leadership and Management BSB61015. Those students who do not complete this course or who are deemed not yet competent in units will still receive a Statement of Attainment for all units completed.

**Career Outcomes:**

This course is appropriate for a senior manager in a medium-sized organisation or the CEO of a small organisation.

It prepares you in areas such as strategic planning, managing risk and managing systems and is especially suitable students or professionals who are looking to build on knowledge already gained in management.

It supports the management function in a variety of industries / departments. There are numerous career paths available after completing this course.

**Jobs:** Managers are needed in almost all businesses and organisations. The Principal / Student Counsellor are your first contact for advice on gaining employment in the management field after completing this course.

**University:** After successful completion of this course, you can apply to study e.g. a Bachelor of Management at university and may receive credit for studies already completed. You may need to negotiate with the individual institution to arrange Recognition of Prior Learning (RPL).

**Pathways for further study:**

Students will be provided with information on further study options available to them.

**Course Units and Descriptors:****BSBFIM601 Manage finances**

This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

**BSBINN601 Lead and manage organisational change**

This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.

**BSBMGT605 Provide leadership across the organisation**

This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence

**BSBMGT617 Develop and implement a business plan**

This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan

**BSBINM601 Manage knowledge and information**

This unit describes the performance outcomes, skills and knowledge required to develop and maintain information processing systems to support decision making, and to optimise the use of knowledge and learning throughout the organisation

**BSBMGT608 Manage innovation and continuous improvement**

This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded

**BSBMGT616 Develop and implement strategic plan**

This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhances competitiveness. It covers analysis and interpretation of

relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

**BSBMKG609 Develop a market plan**

This unit describes the performance outcomes, skills and knowledge required to research, develop and present a marketing plan for an organisation

**BSBRSK501 Manage risk**

This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area. The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management

**BSBCOM603 Plan an establish compliance management systems**

This unit describes the skills and knowledge required to plan and establishes appropriate compliance program/management systems which enable an organisation to fulfil its obligations and responsibilities under applicable compliance requirements.

**BSBWHS605 Develop implement and maintain WHS management system**

This unit describes the skills and knowledge required to develop, implement and maintain a Work Health and Safety management system (WHSMS) or parts of a WHSMS

**BSBSUS501 Develop workplace policy and procedure for sustainability**

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances

The End