

AUSTECH BUSINESS INSTITUTE

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Diploma of Leadership and Management BSB51915

Course Duration

66 Weeks Study
6 Weeks Holidays

Weekly Study Days

Option1 :Mon to
Wed
Option 2: Wed to Fri

Study Time (1200Hrs)

Study Weeks : 60
Weekly Hrs: 20

Tuition Fee

Please check for our
latest Special Fee
Offer

Intake Dates
Suitable to students
needs throughout
the year

Focus on Students

Learning Needs

- Helpful Staff
- Friendly Trainers
- Close to City
- Close to trains / buses

**Austech
Business
Institute**

This course is appropriate for those:

- Persons who are wishing to upgrade their existing skills to be able to effectively work within business services sector especially the field of Management.
- Current employees who are wishing to enhance their existing skill set or to make a change in career pathways within the business services sector into Management.
- Persons who are seeking to be promoted or who are currently employed seeking to take on a management role within the business services sector.
- Persons who are fully experienced within this vocational area and are seeking formal recognition of their existing skills
- International students who are wishing to gain qualification in Management in a semi-supervisory role.

Career Opportunities

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

Entry requirements for this course are :

Domestic Students:

- Students must be over 18 years of age,
- Students must have a completed Year 10 or the interstate equivalent

International Students:

- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Students must have either an IELTS score of 5.5 or above or a TOEFL score of 550 or above and must provide documentation to that effect

Course Structure

This qualification is made up of twelve units of competency that have been clustered together into logical area of business management.

BSBFIM501	Manage budgets and financial plans
BSBCUS501	Manage quality customer service
BSBWHS501	Ensure a safe workplace
BSBADM502	Manage meetings
BSBRISK501	Manage risk
BSBMGT502	Manage people performance
BSBINN502	Build and sustain an innovative work environment
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBPMG522	Undertake project work

