### APPLY

To apply for courses as an international student, please complete the Enrolment Form (International Student) with the required supporting documents.

## EMAIL US:

admissions@ilearnoz.edu.au marketing@ilearnoz.edu.au For further information about the enrolment procedure, please visit our website: www.ilearnoz.edu.au



# A FEW REASONS TO CHOOSE US

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# LEADERSHIP & MANAGEMENT





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## LEADERSHIP AND MANAGEMENT

Leadership and management skills help professionals to flourish at work and achieve their highest potential. Our leadership and management courses reflect the role of individuals who apply specialised knowledge and skills, together with 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 workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unforeseen problems, and identify, analyse and synthesise information from various sources.



#### **PATHWAYS**

Potential employment options are in leadership and management roles in a range of industry areas. Students who complete this course may wish to contianue their education into higher education qualifications in leadership and management.

#### **ASSESSMENTS**

A range of assessment methods will be used to access the required skills and knowledge for each unit of competency. These may include but limited to may be case studies, projects, questioning and practical demonstration. Students will be notified in advance of the time and form of an assessment. As this is competency-based training, the outcome of the student assessment will be deemed Competent (C) or Not Yet Competent (NYC)

#### **ENTRY REQUIREMENTS**

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - -Educated for 5 years in an English-speaking country; or -Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
- -Successful completion of an English Placement Test \*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

#### **COURSE CREDIT**

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees and the course duration. This process is outlined in iLearn Oz Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

#### DELIVERY APPROACH

The leadership and management courses are delivered face to face, and online in a simulated workplace environment and will include training, presentations, tutorials, demonstrations and practice tasks and activities. Students will be provided with a class timetable at the time of enrolment. Students are also required to undertake a self-paced study to enhance learning from the units. The extent of self-paced learning is determined by each student and is communicated through the trainer.

#### **ACADEMIC YEAR/ START DATES**

| ACADEMIC TEAM STANT DATES            |        |   |   |             |              |          |          |          |  |   |            |  |
|--------------------------------------|--------|---|---|-------------|--------------|----------|----------|----------|--|---|------------|--|
| Year/Term Terr                       |        | 1   | Term 2  |             | Term 3       |          |          | Term 4   |  |   |            |  |
| 09 JAN                               | 13 FE  | B 13 MAR  | 10 APR  | 15 MAY      | 12 JUN       | 10 JUL   | 14 AUG   | 11 SEP   | 09 OCT   | 13 NOV  | 11 DEC     |  |
| 8 BSB40520                           | BSB40  | 520 BSB40520  | BSB40520  | BSB40520    | BSB40520     | BSB40520 | BSB40520 | BSB40520 | BSB40520   | BSB40520                                      | BSB40520   |  |
| BSB40520<br>BSB50420                 | BSB504 | 420 BSB50420  | BSB50420  | BSB50420    | BSB50420     | BSB50420 | BSB50420 | BSB50420 | BSB50420   | BSB50420                                      | BSB50420   |  |
| BSB60420                             | BSB604 | 420 BSB60420  | BSB60420  | BSB60420    | BSB60420     | BSB60420 | BSB60420 | BSB60420 | BSB60420   | BSB60420                                      | BSB60420   |  |
| Year/Term Term                       |        | 1   |   | Term 2      |              |          | Term 3   |          |  | Term 4  |            |  |
| 08JAN                                | 12 FE  | B 11 MAR  | 08 APR  | 13 MAY      | 10 JUN       | 08 JUL   | 12 AUG   | 09 SEP   | 14 OCT   | 11 NOV  | 09 DEC     |  |
| BSB40520<br>BSB50420                 | BSB40  | 520 BSB40520  | BSB40520  | BSB40520    | BSB40520     | BSB40520 | BSB40520 | BSB40520 | BSB40520   | BSB40520                                      | BSB40520   |  |
| BSB50420                             | BSB504 | 420 BSB50420  | BSB50420  | BSB50420    | BSB50420     | BSB50420 | BSB50420 | BSB50420 | BSB50420   | BSB50420                                      | BSB50420   |  |
| BSB60420                             | BSB604 | 420 BSB60420  | BSB60420  | BSB60420    | BSB60420     | BSB60420 | BSB60420 | BSB60420 | BSB60420   | BSB60420                                      | BSB60420   |  |
| Qualification                        |        | Competenc   | v   |             |              |          |          |          |  | Fees/ Dura                                    | tion       |  |
| Qualification                        |        |   |   |             |              |          |          |          |  | r ees/ Dura                                   | tion       |  |
| BSB40520                             |        | BSBLDR411 Demonstrate leadership in the workplace   |   |             |              |          |          |          | Core)  Core)  Core)  Core)  Core)  |   | )          |  |
| <b>CERTIFICATE</b> I                 | IV IN  | BSBLDR413 Lead effective workplace relationships  BSBCDS402 Coordinate business operational plans |   |             |              |          |          |          |  |   | ition fee) |  |
| LEADERSHIP AND MANAGEMENT            |        | BSBVCN401 Apply communication strategies in the workplace   |   |             |              |          |          |          | Core) Core) Core) Core) Core)  AUD 100 Qualification (Course Material fee) |   |            |  |
|                                      |        | BSBXCM401 Apply communication strategies in the workplace BSBXTW401 Lead and facilitate a team    |   |             |              |          |          |          |  |   | rial fee)  |  |
| CRICOS COURSE                        | CODE   | BSBXTW401 Lead and facilitate a team  BSBSTR401 Promote innovation in team environments           |   |             |              |          |          |          |  | ective) ective) ective) ective)               |            |  |
| 104015F                              |        | BSBWHS411 Implement and monitor WHS policies, procedures and programs                             |   |             |              |          |          |          |  |   |            |  |
|                                      |        | BSBPEF402Develop personal work priorities   |   |             |              |          |          |          |  |   |            |  |
|                                      |        | BSBOPS403 Apply business risk management processes  |   |             |              |          |          |          | lective)   |   |            |  |
|                                      |        | BSB0PS405 Organise business meetings  |   |             |              |          |          |          | ective)  |   |            |  |
|                                      |        | BSBCRT412 Articulate, present and debate ideas  |   |             |              |          |          |          | ective)  |   |            |  |
|                                      |        |   | PS404 Implement customer service strategies             |             |              |          |          |          |  |   |            |  |
| Qualification                        |        | Competenc   | y   |             |              |          |          |          |  | Fees/ Dura                                    | tion       |  |
| DODEO 400                            |        | BSBCMM511 Communicate with influence  |   |             |              |          |          |          | ore)   | ALID OOOO                                     |            |  |
| DIPLOMA OF LEADERSHIP AND MANAGEMENT |        | BSBCRT511   | SBCRT511 Develop critical thinking in others            |             |              |          |          |          |  | AUD 8800<br>52 Weeks (Tuition fee)<br>AUD 100 |            |  |
|                                      |        | BSBLDR523 L   | DR523 Lead and manage effective workplace relationships |             |              |          |          |          |  |   |            |  |
|                                      |        | BSBOPS502 N   | Manage business operational plans                       |             |              |          |          |          | ore)   | Qualification                                 |            |  |
|                                      |        | BSBPEF502   |   |             |              |          |          |          | ore)   | (Course Material fee)                         |            |  |
| CRICOS COURSE                        | CODE   | BSBTWK502 Manage team effectiveness   |   |             |              |          |          | (Co      | J1 C )   | AUD 200<br>(Enrollment fee)                   |            |  |
|                                      |        | BSBXCM501 Lead communication in the workplace   |   |             |              |          |          |          | ective)  | - (Lillollillellt lee)                        |            |  |
|                                      |        | BSBLDR522 Manage people performance   |   |             |              |          |          |          | ective)  |   |            |  |
|                                      |        | BSBOPS504 Manage business risk  |   |             |              |          |          |          | ective)  | •   |            |  |
|                                      |        | BSBPEF501 Manage personal and professional development  |   |             |              |          |          |          | ective)  |   |            |  |
|                                      |        | BSBTWK503 Manage meetings BSBWHS521 Ensure a safe workplace for a work area                       |   |             |              |          |          |          | ective)  |   |            |  |
|                                      |        | BSBWHS521 E   | nsure a safe  | e workplace | for a work a | irea     |          | (EI      | ective)  |   |            |  |
| Qualification                        |        | Competenc   | y   |             |              |          |          |          |  | Fees/ Dura                                    | tion       |  |
| BSB60420                             |        | BSBCRT611 Apply critical thinking for complex problem solving                                     |   |             |              |          |          |          | ore)   | AUD 8800                                      |            |  |
| ADVANCED                             |        | BSBLDR601 Lead and manage organisational change   |   |             |              |          |          |          | 1  | 52 Weeks (Tuition fee)                        |            |  |
| DIPLOMA OF<br>LEADERSHIP AND         |        | BSBLDR602 Provide leadership across the organisation  |   |             |              |          |          |          | ore)   | AUD 100  Qualification (Course Material fee)  |            |  |
|                                      |        | BSBOPS601 Develop and implement business plans  |   |             |              |          |          |          |  |   |            |  |
| MANAGEMEN                            |        | BSBSTR601 Manage innovation and continuous improvement  |   |             |              |          |          |          | ore)   |   |            |  |
| CRICOS COURSE CO                     | CODE   |   | 4 Contribute to strategic workforce planning            |             |              |          |          |          | cotive   | AUD 200<br>(Enrollment fee)                   |            |  |
|                                      | JUDE   |   | Develop organisational strategies                       |             |              |          |          |          | ective)  |   |            |  |
|                                      |        |   |   |             |              |          |          | •        | ective)  |   |            |  |
|                                      |        | BSBFIN601 Manage organisational finances  |   |             |              |          |          |          | ective)  |   |            |  |

(Elective)

BSBINS601 Manage knowledge and information