

BSB50420 Diploma of Leadership and Management

The BSB50420 Diploma of Leadership and Management is a nationally accredited qualification. You will learn how to apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. At the diploma level, you will learn to display initiative and judgement in planning, organising, implementing and monitoring your own workload and the workloads of others.

You will learn to use communication skills to support individuals and teams to meet organisational or enterprise requirements. You will develop the ability to plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information.

People holding this qualification, may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Completing this program will allow you to commence work or progress in job roles including, School Principal/Deputy Principal, Teacher, Head of Department, Operations Manager, HR Manager/Coordinator, Project Manager, Senior Office Assistants, Finance Manager, Marketing Manager.

The training program is undertaken using a planned schedule. Classroom sessions will include demonstration, explanation and practice. This is undertaken in a networked training centre, with Wi-Fi access and a simulated work environment. The classrooms contain all equipment currently in use in the industry. 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 toward their assignments.

Students will typically attend formal training sessions two days per week, combined with a weekly supervised study component, resulting in 20 contact hours per week. Students are required to maintain the minimum 20 contact hours per week.

The Course Facts

- Duration: 76 weeks including breaks.
- Commitment: 2 Days classroom based per week (0900 – 1600) and 6 hours of supervised study per week.
- Commencing: TBA
- Qualification: BSB50420 Diploma of Leadership and Management.
- Delivery mode: Face-to-face and self-paced distance learning
- Location: Clarence Town, NSW, Australia
- Cost: AUD \$10,000

Course Structure

The course will be delivered over a 76-week period, comprising 54 weeks of actual study. The course will be delivered in six terms over four semesters, with set term breaks. The term dates for 2021 are:

Semester One

Term One – 1st Feb to 2nd April

Term Two – 19th April to 18th June

Semester Two

Term Three – 12th July to 10th September

Term Four – 27th Sep to 26th November

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

Semester One

- BSBWHS521 Ensure a safe workplace for a work area
- BSBCMM511 Communicate with influence

Semester Two

- BSBLDR523 Lead and manage effective workplace relationships
- BSBTWK502 Manage team effectiveness

Semester Three

- BSBPEF502 Develop and use emotional intelligence
- BSBHRM522 Manage employee and industrial relations

Semester Four

- BSBCRT511 Develop critical thinking in others
- BSBOPS501 Manage business resources

Semester Five

- BSBOPS502 Manage business operational plans
- BSBOPS504 Manage business risk

Semester Six

- BSBOPS505 Manage organisational customer service
- BSBPEF501 Manage personal and professional development

Course fees

- Application Fee (not refundable) AUD \$300
- Tuition Fee AUD \$8,000.00
- Administration fee AUD \$0
- Learning Resources AUD \$0
- Training Consumables AUD \$0
- **Total AUD \$10,000**

Payment schedule

- Paid on application for enrolment AUD 300.00
- Minimum of First Term fees AUD \$625

Semester One

- Term One – AUD \$625
- Term Two – AUD \$625
- Term Three – AUD \$625
- Term Four – AUD \$625

Semester Two

- Term One – AUD \$625
- Term Two – AUD \$625
- Term Three – AUD \$625
- Term Four – AUD \$625

Semester Three

- Term One – AUD \$625
- Term Two – AUD \$625
- Term Three – AUD \$625
- Term Four – AUD \$625

Semester Four

- Term One – AUD \$625
- Term Two – AUD \$625
- Term Three – AUD \$625
- Term Four – AUD \$625

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

Minimum Entry Requirements:

- 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 subclass requirements – [Click Here](#):
 - Be a genuine temporary entrant – [Click Here](#)
 - Meet English language test score requirements – [Click Here](#)
 - Demonstrate financial capacity – [Click Here](#)
 - Hold Overseas Student Health Cover (OSHC) – [Click Here](#)
 - Meet the health requirements – [Click Here](#)
 - Be of good character – [Click Here](#)

Application Process

To enrol into a course as an overseas student at ABCA, 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:

Alpha Beta College Australia

126 Marsden St, Parramatta, Sydney,
NSW, Australia, 2150

Ph: +61 (02) 8872 5387

Email: admissions@alphabetacollege.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
- Application Fee (not refundable) AUD \$300.00

When we receive your application, our Administration Coordinator will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer (valid for 14 days), an 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 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 RTO Academic Manager 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. For information, go to <http://www.immi.gov.au/Pages/Welcome.aspx>. You will be unable to apply for a student visa without the eCoE.

Protection under Australian Consumer Law

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees, to statutory a cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following site for more information: [Australian Consumer Law](#).

Successful Student Visa

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

Unsuccessful Student Visa

If your student visa application is NOT approved, you must contact ABCA 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:

Alpha Beta College Australia

126 Marsden St, Parramatta, Sydney,

NSW, Australia, 2150

Ph: +61 (02) 8872 5387

Email: admissions@alphabetacollege.edu.au