



General Information

"Students who are settled quickly and happily are more likely to get better results in their studies. So finding the right place to live and making friends are very important. We pay attention to this by providing ongoing academic and social support for all students..."
Dr Thuy Mai-Viet, President

General Information

Academic Achievement. Completion of Year 12 is the required entry level for all vocational courses. However, students who have completed Year 11 can be admitted if results are good.

English Language Proficiency Students are required to have an English proficiency level of at least 5.5 IELTS score or equivalent.

Recognition of Prior Learning (RPL) is available if students have studied or worked in the area of study.

Pathways: Diploma and Advanced Diploma graduates can articulate to university degree programs.

Intake Dates.
2017: 30 Jan, 24 Apr, 17 Jul & 9 Oct.
2018: 5 Feb, 30 Apr, 23 July & 15 Oct.

Timetables: At least 20 contact hours per week. There are 4 terms per year and 9 weeks per term.

Assessment is competency based which means you complete oral and/or written knowledge exercises, quizzes, practical skills demonstrations and observations.

Study Materials: Learning and assessment materials:

- ◆ Cert IV: \$150
- ◆ Diploma: \$200
- ◆ Advanced Diploma: \$200.

Social Media

Website: www.upc.edu.au

Facebook: www.facebook.com/UniversityPreparationCollege/

LEADERSHIP AND MANAGEMENT - UNITS OF COMPETENCY

CERTIFICATE IV IN BUSINESS (BSB40215)

BSBADM405	Organise meetings	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWOR401	Establish effective workplace relationships	BSBRSK401	Identify risk and apply risk management processes
BSBITU306	Design and produce business documents	BSBREL401	Establish networks
BSBCMM401	Make a presentation	BSBMKG413	Promote products & services
BSBSUS301	Implement and monitor environmentally sustainable work practices	BSBADM409	Coordinate business resources

DIPLOMA OF LEADERSHIP AND MANAGEMENT (BSB51915)

BSBLDR501	Develop and use emotional intelligence	BSBPMG522	Undertake project work
BSBMGT517	Manage operational plan	BSBINN502	Build and sustain an innovative work environment
BSBLDR502	Lead and manage effective workplace relationships	BSBMGT516	Facilitate continuous improvement
BSBWOR502	Lead and manage team effectiveness	BSBHRM405	Support the recruitment, selection and induction staff
BSBMGT502	Manage people performance	BSBADM502	Manage meetings
BSBFIM501	Manage budgets and financial plans	BSBSUS501	Develop workplace policy and procedures for sustainability

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (BSB61015)

BSBMGT617	Develop and implement a business plan	BSBMGT608	Manage innovation and continuous improvement
BSBMGT605	Provide leadership across the organisation	BSBHRM604	Manage employee relations
BSBINN601	Lead and manage organisational change	BSBHRM602	Manage human resources strategic planning
BSBFIM601	Manage finances	BSBDIV601	Develop and implement diversity policy
BSBRSK501	Manage risk	BSBMKG609	Develop a marketing plan
BSBMGT616	Develop and implement strategic plans	BSBMGT622	Manage resources

LEADERSHIP & MANAGEMENT

UNIVERSITY PREPARATION COLLEGE

LEADERSHIP & MANAGEMENT TRAINING PROGRAM

UPC is an Australian Government recognised college for teaching English and vocational courses to both Australian and international students.

The English and vocational courses can be packaged for entry to a number of Australian universities, higher education institutions and colleges.



RTO 91364 CRICOS Provider No 02751M

Your nearest UPC Representative

UNIVERSITY PREPARATION COLLEGE

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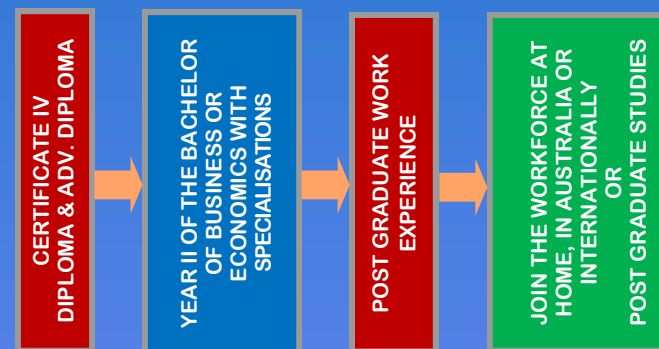
February 2017



"Whether business or finance, technology or community services is your interest, UPC College is the right vehicle to take you there."

UTS's Emeritus Professor Brian Low, College Patron

Program pathways



What makes the UPC Leadership & Management Program unique?

The package provides you a complete and affordable pathway from English training to gaining an Australian university degree and a 2-year work experience period.

★	Your Future Career
	<ul style="list-style-type: none"> ♦ A highly paid job at home or ♦ Temporary work in Australia or ♦ Working internationally
	Work Experience
	After graduating, you are eligible for applying a 2-year work experience visa.
	University Degree
	Another two years at a university, you will be awarded a Bachelor degree in management, business, marketing or economics at your choice with a sound leadership & management background.
5	Adv Diploma of Leadership & Management
4	This 9-month course provides you skills to become a middle level manager.
3	Diploma of Leadership & Management
2	This 9-month course provides you more skills on leadership and management.
1	Certificate IV in Business
	This 6-month course provides you skills to work in a general business environment
	English Course
	UPC English program will develop your English proficiency to IELTS ≥ 5.5 effectively.

English Courses

The College has a comprehensive English program providing courses from Beginner to Advanced.

Placement in the initial English course is dependent on your English proficiency. Progression to the upper intermediate level (IELTS Score ≥ 5.5) is required prior to entering Certificate IV in Business.

UPC English courses are also pathways to further studies at other Australian colleges and universities.



LEADERSHIP
IS A GIFT
YOU CAN EARN

1 Certificate IV in Business BSB40215

The Certificate IV in Business will help you understand the fundamentals of business to support you to explore career options or start your career in business. You will be trained in areas such as creating documents, making presentations, organising meetings, establishing networks & effective workplace relationships, as well as how to promote products and services.

The course is the perfect gateway into a business role, giving you the tools you need to develop business documents, negotiate, network and to apply the basic tools of management. End game: be job-ready as soon as you graduate, or continue your studies to keep climbing the corporate ladder.

The course comprises of 1 core unit of competency and 9 electives. Total study time is 360 hours over a period of 6 months.

2 Diploma of Leadership & Management BSB51915 CRICOS Code 087793J

The Diploma of Leadership and Management has been designed to turn you into a professional manager, working to inspire, motivate and get the very best out of employees, while at the same time meeting and exceeding business expectations.

During your studies you will learn how to use emotional intelligence to understand and work with team members. You will get hands on experience with recruitment, selection and induction of staff, leading and managing team effectiveness, and managing people performance. Another very important area is planning as well as project work and inspiring innovation.

The course comprises of 4 core units of competency and 8 electives. Total study time is 540 hours over a period of 9 months.

3 Advanced Diploma of Leadership and Management BSB61015 CRICOS Code 087794G

The Advanced Diploma prepares students to work in roles with senior or managerial responsibilities. They may oversee the work of others or provide strategic leadership. This qualification is suitable for students who may be interested in gaining employment in a high level management role or who wish to pursue university level studies in the management field.

Covering critical skills required by all enterprises, the Advanced Diploma covers leadership theories, employee relations, innovation, risk management, diversity, change management, planning and managing finances. These knowledge areas are needed by managers in contemporary Australian and global companies.

The course comprises of 4 core units of competency and 8 electives. Total study time is 540 hours over a period of 9 months.



4 Bachelor Degree

Graduates of the UPC Advanced Diploma of Leadership and Management can enter the second year of a number of university courses such as Bachelor of Business or Economics at a number of universities and higher education institutes, depending on their affordability.

Specialisations of the Business or Economics course include Business, Finance, Management, Marketing, Human Resources, etc.

Depending on the bachelor courses, selected electives and higher education institutions, credits will be awarded from 8 to 12 subjects (or 12 to 18 months).

5 Work Experience

On completion of the Bachelor degree, you are entitled, subject to conditions, to a 2-year work experience period under the Temporary Graduate Visa (Sub-class 485). This work experience will provide you an opportunity to learn more about the Australian setting, improve your English proficiency, gain professional work experience and last but not least, recover your investment in your studies.

★ Outcome of the Study and Training Package

The 4-year study and 2-year work experience program will train you how to apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

On completion of the program, you will definitely recover your investment, have a wide choice of highly-paid job opportunities either at home or seek temporary work in Australia or work internationally. Alternately, you can continue your studies with a post graduate course.

