



## Course and Learning 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** 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** (8 intake dates/year)  
**2019:** 4 Feb, 4 Mar, 29 Apr, 27 May, 22 July, 19 Aug, 14 Oct & 11 Nov  
**2020:** 3 Feb, 2 Mar, 27 Apr, 25 May, 20 July, 17 Aug, 12 Oct & 9 Nov

**Timetables:** There are 4 terms per year and 9 weeks per term.

We offer a weekly blended timetable of 20 hours. You attend classes 14 hours and complete another 6 hours of structured self-study in which you follow a program planned and supported by your trainer. We monitor completion of your course work.

On top of this 20 hours, you need to study in your own time (up to 15 hours) then complete assessments. See the UPC website (courses) or Student Handbook for more details.

**Assessment** - Every unit of competency has assessment tasks. You may have to spend up to 20 hours per unit, depending on the number of tasks and its level of difficulty.

### LEADERSHIP & MANAGEMENT - UNITS OF COMPETENCY

BSB40215 CERTIFICATE IV IN BUSINESS			
FNSINC401	Apply principles of professional practice to work in the financial industry	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR402	Lead effective workplace relationship	BSBRSK401	Identify risk and apply risk management processes
BSBADM409	Coordinate business resources	BSBREL401	Establish networks
BSBCMM401	Make a presentation	BSBADM405	Organise meetings
BSBITU304	Produce spreadsheet	FNSACC402	Prepare operational budgets
BSB51915 DIPLOMA OF LEADERSHIP AND MANAGEMENT			
BSBLDR501	Develop and use emotional intelligence	BSBPMG522	Undertake project work
BSBMGT517	Manage operational plan	BSBRSK501	Manage risk
BSBLDR502	Lead and manage effective workplace relationships	BSBWOR501	Manage personal work priorities and professional development
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
BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT			
BSBWHS605	Develop, implement and maintain WHS management system	BSBMGT608	Manage innovation and continuous improvement
BSBMGT605	Provide leadership across the organisation	BSBSUS501	Develop workplace policy and procedure for sustainability
BSBINN601	Lead and manage organisational change	BSBCOM603	Plan and establish compliance management systems
BSBFIM601	Manage finances	BSBMGT617	Develop and implement a business plan
BSBRSK501	Manage risk	BSBMKG609	Develop a marketing plan
BSBMGT616	Develop and implement strategic plans	BSBINM601	Manage knowledge and information

**Working Hours.** Students are allowed for 40 hours paid-work per fortnight when studying. There is no working hour limit during term breaks.

See UPC Website for more information

#### Social Media

Website: [www.upc.edu.au](http://www.upc.edu.au)  
Facebook: [www.facebook.com/UniversityPreparationCollege/](https://www.facebook.com/UniversityPreparationCollege/)

## 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 articulated to a number of Australian universities, higher education institutions and colleges.



**UNIVERSITY PREPARATION COLLEGE - AUSTRALIA**  
**Bankstown Campus:** 27 Greenfield Parade, Bankstown, NSW 2200  
**Sydney City Campus:** 1-5 Randle Street, Surry Hills, NSW 2010  
Tel.: (612) 9791 6020, Fax: (612) 9791 6030  
Email: [Info@upc.edu.au](mailto:Info@upc.edu.au), Web: [www.upc.edu.au](http://www.upc.edu.au)

Your nearest UPC Representative



RTO 91364 CRICOS Provider No 02751M



January 2019

# The University Degree Package English - Certificate IV - Diploma - Advanced Diploma - Bachelor - Work Experience



"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

UPC College has articulation agreements with a number of Australian higher education institutions in which UPC graduates will get credits on entry to their bachelor courses.

## English Courses

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

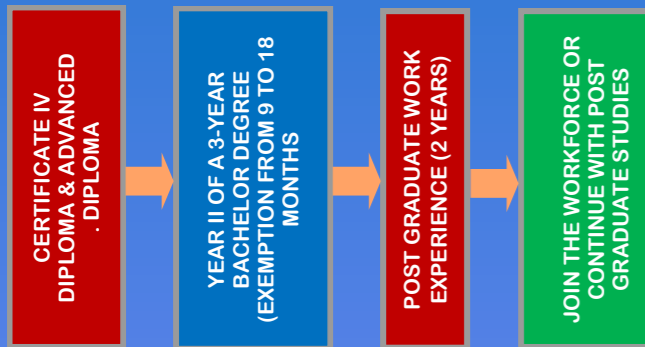
Placement in the initial English course is dependent on your English proficiency. Progression to the upper intermediate level (IELTS Score  $\geq$  5.5) is required prior to entering Certificate IV in Business.

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

LEADERSHIP IS A GIFT YOU CAN EARN



## Program pathways



## What makes the UPC Leadership and Management Program unique?

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

### Your Future Career

- ◆ A highly paid job at home or
- ◆ Working internationally

### Work Experience

After graduating, you are eligible for applying a 2-year postgraduate work experience visa.

### University Degree

Another two years at a university, you will be awarded a bachelor of accounting, business, IT or hotel, tourism or hospitality management with a sound leadership and management background.

**BSB61015 Advanced Diploma of Leadership & Management** This 9-month course provides you skills to become a middle level manager.

**BSB51915 Diploma of Leadership & Management** This 9-month course provides you more skills on leadership and management.

**BSB40215 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  $\geq$  5.5 effectively.

## 1 BSB40215 Certificate IV in Business CRICOS Code 087792K

The Certificate IV in Business helps you understanding 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.

## 2 BSB51915 Diploma of Leadership and Management 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.

## 3 BSB61015 Advanced Diploma of Leadership and Management 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.



## 4 Bachelor Degree (At an Australian university)

Graduates of the UPC Diploma and/or Advanced Diploma of Leadership and Management can enter the second year of a number of university courses such as Bachelor of Accounting, Business, IT and Finance, Hotel, Tourism or Hospitality Management. Credits vary from 9 to 18 months.

Below are typical articulations into Southern Cross University (SCU) Bachelor Courses.

**Diploma** - 1 year exemption to the Bachelor of Business and 9 months exemption to the Bachelor of Accounting, Hotel Management, Tourism and Hospitality Management or Information Technology.

**Advanced Diploma** - 1.5 years exemption to the Bachelor of Business, 9 months exemption to the Bachelor of Accounting (See UPC Website for more information)

## 5 Work Experience

On completion of the Bachelor degree, you are eligible for a 2-year work experience under the Temporary Graduate Work 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.

## Outcome of the Study and Training Program

Your successful study journey will provide you high level skills, knowledge and practical work experience in your chosen specialisation. It trains you how to apply these 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 recover your investment, have a wide choice of good job opportunities either at home or internationally. Alternately, you can continue your studies with a post graduate course.

