



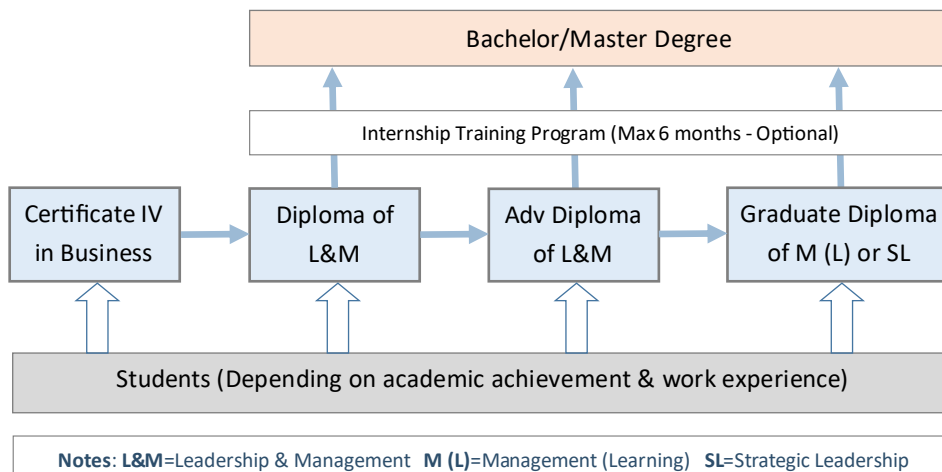
## Leadership and Management Program Outlines



- BSB40120 Certificate IV in Business
- BSB50420 Diploma of Leadership & Management
- BSB60420 Advanced Diploma of Leadership & Management
- BSB80120 Graduate Diploma of Management (Learning)
- (Or BSB80320 Graduate Diploma of Strategic Leadership)

### Main Points of the Program

- ✓ **The most up-to-date Australian leadership and management program** – UPC College is amongst the first Colleges in Australia to provide the five new Leadership and Management qualifications which have just been released on 18<sup>th</sup> October, 2020.
- ✓ **Gaining the qualifications in record time** – The whole 45-month program is cleverly designed that you can smoothly complete in record time of 33 months (A saving of 12 months).
- ✓ **Most affordable tuition fees** – UPC College celebrated its 16<sup>th</sup> Anniversary last December and it is proud to be a top quality and the most affordable college in Australia.
- ✓ **Graduate Diploma** - It is worth to highlight that the graduate diploma is Level 8 in the Australian Qualifications Framework (AQF). It stands above the university degree (Level 7).
- ✓ **Internship placement** – There is no mandatory work placement in these Leadership and Management qualifications, but the UPC College could provide internship placement of up to 6 months in an industry of your choice during the training program. You will pay an additional \$AU2,000.
- ✓ **Higher education pathways** – After you have completed the Diploma, you can choose to enter a university degree with excellent credit.
- ✓ **Start date** – You can start the program any time regardless the Australian international travel ban is lifted or not.
- ✓ **Multi entry and exit points** – The training program is flexible. Depending on your academic achievements and work experience, you can enter the program at a suitable point. Similarly, you can exit the program (Seeking employment, changing study field or due to personal situation) without losing recognition of your knowledge and skills you have gained.



## Summary Information

Qualification Code and Description	BSB40120 Certificate IV in Business	BSB50420 Diploma of Leadership & Management	BSB60420 Advanced Diploma of Leadership & Management	BSB80120 Graduate Diploma of Management (Learning)	<b>OR</b> BSB80320 Graduate Diploma of Strategic Leadership
CRICOS Code	087792K	087793J	087794G	104700G	103696F
AQF level	4	5	6	8	8
Course structure (Units)	1 core and 9 elective units	4 core and 8 elective units	4 core and 8 elective units	3 core and 5 elective units	2 core and 6 elective units
Available during the COVID-19 pandemic	Onshore & offshore	Onshore	Onshore	Onshore	Onshore
Single course (Duration & fees)	9 months (\$AU6,000)	12 months (\$AU8,000)	12 months (\$AU8,000)	12 months (\$AU12,000)	12 months (\$AU12,000)
Packaged course (Duration & fees)	9 months (\$AU6,000)	9 months (\$AU6,000)	6 months (\$AU4,000)	9 months (\$AU9,000)	9 months (\$AU9,000)
Learning resources	\$AU150	\$AU200	\$AU200	\$AU350	\$AU350
Internship Placement (Optional) – Paying extra \$AU2,000 placement fee.	Not available	<p>We can place you in a suitable internship for work experience. Two main objectives of your internship program are to let you:</p> <ul style="list-style-type: none"> <li>• practice what you have learnt in your Leadership and Management course, and</li> <li>• earn precious experience in the industry of your choice.</li> </ul> <p>Placement: 20 hours per week for 20 weeks during the course duration.</p>			
Delivery mode (See Note 2 on Page 8)	On-shore	Mixed mode - Classroom + online + structured self-study			
	Off-shore	Mixed mode - Online + structured self-study. This mode of delivery is applied during the time period when the international travel ban is in place.			
	Students in VN	Mixed mode - Online + classroom (In HCM City by local facilitators during the international travel ban period) + structured self-study			
Term (Study period)	There are 9 study weeks per term and 4 terms per year				
Total volume of learning	14 hours of classroom (or classroom + online) per week and 6 hours of structured self-study. On top of these, you study in your own time from 10 to 15 hours per week, then complete assessments.				
Assessment method	You are required to complete a range of tasks as part of the assessments for each unit which include knowledge test (Assignment), skills test (Role-play, scenario) and project.				
Course completion	Upon successful completion of all units of competency of each qualification, you will receive the Australian nationally recognised qualification which includes two documents, the Testamur, and the Record of Results. A student who does not complete all required units of a qualification will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.				
Work permit during study periods	You are permitted to have paid employment during your study: 40 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.				
Next intake date	Please see Intake Dates and Fees Flyer				

## Course Details



### BSB40120 Certificate IV in Business

CRICOS 104698G (Full details – See BSB40120 Flyer)

#### Course description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have supervisory performance accountabilities.

Individuals in these roles carry out a mix of specialist and moderately complex administrative or operational tasks that require self-development skills. They use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

#### Entry requirements

- **English proficiency** (See Note 1 on Page 8): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Successfully completed Year 12 of the 12-year school system. Year 11 students with high results will be considered.

#### Course outcomes

Occupational titles suited to this qualification include:

- Assistant manager
- General manager human resources
- Director, workforce planning and development
- Manager, learning and change management
- Manager, learning and development

#### Pathways

The BSB40120 is a level 4 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF colleges. On successful completion of this qualification, you can continue to enrol into a number of business and management courses at Diploma level or higher.

#### Course contents

The BSB40120 qualification has six core and six elective units of competency.

Six core units of competency	
1	BSBCRT411 Apply critical thinking to work practices
2	BSBTEC404 Use digital technologies to collaborate in a work environment
3	BSBTWK401 Build and maintain business relationships
4	BSBWHS411 Implement and monitor WHS policies, procedures and programs
5	BSBWRT411 Write complex documents
6	BSBXCM401 Apply communication strategies in the workplace
Six elective units of competency*	
7	BSBPEF502 Develop and use emotional intelligence
8	BSBPEF403 Lead personal development
9	BSBPMG430 Undertake project work
10	BSBHRM415 - Coordinate recruitment and onboarding
11	BSBPEF501 Manage personal and professional development
12	BSBSUS511 Develop workplace policies and procedures for sustainability

\* These elective units of competency may be changed during the training program without prior notice.



## BSB50420 Diploma of Leadership & Management

CRICOS 087793J (Full details – See BSB50420 Flyer)

### Course description

This qualification reflects the role of individuals who apply knowledge, practical skills and 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 own 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 unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

### Entry requirements

- **English proficiency** (See Note 1 on Page 8): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:**
  - ✓ completed Year 12 in a 12-year high school system with excellent results, or
  - ✓ completed an AQF Certificate III or over, or
  - ✓ completed high school with at least 1-year work experience in an office environment.

### Course outcomes

Occupational titles suited to this qualification include:

- Administrator
- Business Development Manager
- Corporate Services Manager
- Office or Operations Manager
- Project Coordinator or Consultant

### Pathways

The BSB50420 is a level 5 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF colleges. On successful completion of this qualification, you can continue to enrol into a number of business and management courses at Advanced Diploma level or a Bachelor degree at universities or higher education institutes (Depending on entry requirements of those institutions).

### Course contents

The BSB50420 qualification has six core and six elective units of competency.

Six core units	
1	BSBCMM511 Communicate with influence
2	BSBCRT511 Develop critical thinking in others
3	BSBLDR523 Lead and manage effective workplace relationships
4	BSBOPS502 Manage business operational plans
5	BSBPEF502 Develop and use emotional intelligence
6	BSBTWK502 Manage team effectiveness
Six elective units*	
7	BSBLDR522 Manage people performance
8	BSBPEF501 Manage personal and professional development
9	BSBSUS511 Develop workplace policies and procedures for sustainability
10	BSBOPS504 Manage business risk
11	BSBSTR801 Lead innovative thinking and practice
12	BSBSTR602 Develop organisational strategies

\* These elective units of competency may be changed during the training program without prior notice.



## BSB60420 Advanced Diploma of Leadership & Management

CRICOS 104699F (Full details - BSB60420 Flyer)

### Course description

This qualification reflects 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 use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### Entry requirements

- **English proficiency** (See Note 1 on Page 8): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Entry into this qualification is limited to those who:
  - have completed a Diploma or Advanced Diploma from the BSB Training Package (or any other AQF Training Package), or
  - have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

### Course outcomes

Occupational titles suited to this qualification include:

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive

### Pathways

The BSB60420 is a level 6 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF colleges. On successful completion of this qualification, you can continue to enrol into a number of business and management courses (Bachelor degrees) at universities or higher education institutes. See UPC website for details (Depending on entry requirements of those institutions).

### Course contents

The BSB60420 qualification has five core and five elective units of competency.

Five core units	
1	BSBCRT611 Apply critical thinking for complex problem solving
2	BSBLDR601 Lead and manage organisational change
3	BSBLDR602 Provide leadership across the organisation
4	BSBOPS601 Develop and implement business plans
5	BSBSTR601 Manage innovation and continuous improvement
Five elective units*	
6	BSBPEF501 Manage personal and professional development
7	BSBCRT511 Develop critical thinking in others
8	BSBCMM511 Communicate with influence
9	BSBSTR801 Lead innovative thinking and practice
10	BSBSTR602 Develop organisational strategies

\* These elective units of competency may be changed during the training program without prior notice.



## BSB80120 Graduate Diploma of Management (Learning)

CRICOS 104700G (Full details – See BSB80120 Flyer)

### Course description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

### Entry requirements

- **English proficiency** (See Note 1 on Page 8): You
  - have an academic IELTS overall score equals to 6.0 or equivalent, or
  - have completed an AQF Diploma or higher delivered in English language, or
  - come from an English speaking country.
- **Academic:** Entry into this qualification is limited to those who have:
  - completed an AQF Advanced Diploma with at least 1 year of work experience in an office environment, or
  - completed a non-AQF Diploma or Advanced Diploma with at least 3 years of work experience in an office environment, or
  - completed a Bachelor degree, or
  - have five years of work experience in an office environment.

### Course outcome

Occupational titles suited to this qualification include:

- General manager human resources
- Director, workforce planning and development
- Manager, learning and development

### Pathways

The BSB80120 is a level 8 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF education providers. On successful completion of this qualification, you can continue to study a post graduate degree at an Australian university or higher education institute subject to its entry requirements.

### Course contents

The BSB80120 qualification has three core and five elective units of competency.

Three core units	
1	BSBHRM613 Contribute to the development of learning and development strategies
2	BSBLDR811 Lead strategic transformation
3	TAELED803 Implement improved learning practice
Five elective units*	
4	BSBFIN801 Lead financial strategy development
5	BSBSTR801 Lead innovative thinking and practice
6	BSBINS603 Initiate and lead applied research
7	BSBPMG810 Prioritise projects and programs
8	BSBSTR802 Lead strategic planning processes for an organisation

\* These elective units of competency may be changed during the training program without prior notice.



## BSB80320 Graduate Diploma of Strategic Leadership

CRICOS 103696F (Full details – See BSB80320 Flyer)

### Course description

This qualification reflects the role of individuals who apply advanced knowledge and skills in a range of strategic leadership and management roles.

Individuals at this level make high level autonomous decisions and use initiative and judgement to plan and implement a range of leadership and management functions in varied contexts. They have full responsibility and accountability for personal outputs and for the work or function of others.

They use cognitive and creative skills to review, critically analyse, consolidate, and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

### Entry requirements

- **English proficiency** (See Note 1 on Page 8): You
  - have an academic IELTS overall score equals to 6.0 or equivalent, or
  - have completed an AQF Diploma or higher delivered in English language, or
  - come from an English-speaking country.
- **Academic:** Entry to this qualification is limited to those who:
  - have completed a Diploma or Advanced Diploma qualification in related fields of study and 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise, or
  - have completed a Bachelor degree in related fields of study and 2 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise, or
  - have five years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise.

### Course outcome

Occupational titles suited to this qualification include:

- General manager human resources
- Director, workforce planning and development
- Manager, learning and change management
- Manager, learning and development

### Pathways

The BSB80320 is a level 8 qualification in the Australian Qualifications Framework (AQF). Therefore, it is mandatorily recognised by all AQF education providers. On successful completion of this qualification, you can continue to study a post graduate degree at an Australian university or higher education institute subject to its entry requirements.

## Course contents

The BSB80320 qualification has two core and six elective units of competency.

2 core units	
1	BSBLDR811 Lead strategic transformation
2	BSBSTR802 Lead strategic planning processes for an organisation
6 elective units*	
3	BSBFIN801 Lead financial strategy development
4	BSBSTR801 Lead innovative thinking and practice
5	BSBINS603 Initiate and lead applied research
6	BSBPMG810 Prioritise projects and programs
7	BSBHRM613 Contribute to the development of learning and development strategies
8	BSBPMG811 Select and balance the portfolio

\* These elective units of competency may be changed during the training program without prior notice.

## Related information

- UPC college general brochure
- Fee and start date list
- Individual qualification (course) flyer
- Delivery during COVID-19 pandemic period

## Glossary

- AQF – Australian Quality Framework
- ASQA – Australian Skills Quality Authority
- CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students
- IELTS - International English Language Testing System
- Term – There are 10 study weeks per term (For ELISOS courses) and 4 terms per year.
- VET – Vocational and Educational Training
- \$AU – Australian dollar

## Contact Details

### University Preparation College

Ground Floor, 1-5 Randle Street, Surry Hills, NSW 2010, Australia

Tel.: 61 2 9791 6020 • Email: [info@upc.edu.au](mailto:info@upc.edu.au) • Web: [www.upc.edu.au](http://www.upc.edu.au)

(UPC Pty Ltd – ABN 60 116 021 535 • RTO91364 • CRICOS 02751M)

---

**Disclaimer** – The course information may be changed without prior notice.

**Currency** - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.

**Note 1:** You may be required to sit for the UPC English Placement Test if it deems to be necessary.

**Note 2:** Modes of delivery

- Normal time – All Business & Leadership and Management classes will have 14 hours of face-to-face training (Classroom) and 6 hours of structured self-study per week. If required, a maximum of 6 of these 20 hours can be online.
- During the COVID-19 pandemic,
  - Onshore students - Depending on the intensity of the pandemic, courses may be delivered online or a combination of online and classroom.
  - Offshore students – The BSB40120 Certificate IV will be delivered online to offshore students while they are waiting for travel permission to Australia.