

**KENT**  
INTERNATIONAL COLLEGE

**LPC**  
University Preparation College  
Sydney - Australia

# LEADERSHIP AND MANAGEMENT PROGRAM

(WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF))

ORIGINAL CAMPUS

**KENT INTERNATIONAL COLLEGE**



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**University Preparation College**

Sydney Australia ACN 116 021 535 RTO 91364 CRICOS 02751M

# LEADERSHIP AND MANAGEMENT PROGRAM

(WITHIN THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF))

## ✓ PROGRAM CONTENTS:

The Leadership and Management Program contains two qualifications:



- BSB40120 Certificate IV in Business and
- BSB50420 Diploma of Leadership and Management

## ✓ PROGRAM DURATION:

**54** studying weeks spreading over **18** calendar months

## ✓ DELIVERY ARRANGEMENT:

**20** training plus **10 - 15** self-study hours per week during the studying period.

## ✓ TRANSFERABILITY:

Both qualifications are in the Australian Qualifications Framework (AQF), therefore, students are able to transfer to any other AQF colleges anytime during their study.



## PROGRAM DESCRIPTION

The Leadership and Management (L&M) program consisting two qualifications, 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.

## PROGRAM ENTRY REQUIREMENTS



### English proficiency:

IELTS overall score equals to 5.5 or equivalent. You are allowed to start the program with an English level of 5.0 IELTS score but you have to enrol and complete 180 hours of the ELOCOS course during the first 6 months of the L&M program.



### Academic:

Completed Year 12 OR a mature person who had completed at least Year 9 and worked in an office environment for 3 years or over.

## DIRECT ENTRY INTO THE DIPLOMA LEVEL

You can enter directly into the Diploma level if you satisfy the following conditions:

### English proficiency:

IELTS overall score equals to 5.5 or equivalent.

**Academic:** You have completed

- ✓ an AQF Certificate III or higher OR
- ✓ a Vietnamese diploma or higher OR
- ✓ at least 2 years of work experience  
(Since completing Year 12) in an office environment.





## // CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Credit transfer (CT) and Recognition of Prior Learning (RPL) are available if you have studied business/management courses or worked in business environments.

If RPL or/and CT is granted, you will have your studying duration shortened and pay less tuition fees.

## // RESOURCES REQUIREMENTS

You can access all course learning and assessment materials using our Moodle system. The course materials fee is included in your tuition fee.

## // PROGRAM STRUCTURE

To complete the Leadership and Management Program, you have to successfully complete two AQF qualifications.

# QUALIFICATION 1: **BSB40120 CERTIFICATE IV IN BUSINESS.**

## Qualification 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.

## List of units of competency (Subjects)

This qualification has 6 core and 6 elective units of competency.

Six core units of competency	Six elective units of competency *
1 BSBCRT411 Apply critical thinking to work practices	7 BSBPEF502 Develop and use emotional intelligence
2 BSBTEC404 Use digital technologies to collaborate in a work environment	8 BSBPEF403 Lead personal development
3 BSBTWK401 Build and maintain business relationships	9 BSBPMG430 Undertake project work
4 BSBWHS411 Implement and monitor WHS policies, procedures and programs	10 BSBCMM411 Make presentations
5 BSBWRT411 Write complex documents	11 BSBCMM511 Communicate with influence
6 BSBXCM401 Apply communication strategies in the workplace	12 SIRXMKT006 Develop a social media strategy

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

# QUALIFICATION 2: BSB50420 DIPLOMA OF LEADERSHIP & MANAGEMENT.

## Qualification 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.

## List of units of competency (Subjects)

This qualification has 6 core and 6 elective units.

Six core units			Six elective units*		
1	BSBCMM511	Communicate with influence**	7	BSBPEF501	Manage personal and professional development
2	BSBCRT511	Develop critical thinking in others	8	BSBOPS504	Manage business risk
3	BSBLDR523	Lead and manage effective workplace relationships	9	BSBFIN501	Manage budget and financial plans
4	BSBOPS502	Manage business operational plans	10	BSBXCM501	Lead communication in the workforce
5	BSBPEF502	Develop and use emotional intelligence**	11	PSBPMG430	Undertake project work**
6	BSBTWK502	Manage team effectiveness	12	SIRXMKT006	Develop a social media strategy**

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

\*\* These 4 units have also been in the BSB40120

## DELIVERY MODE AND TOTAL VOLUME OF LEARNING

We offer a blended delivery mode, **20** hours per week:

**8** hours of classroom learning

**6** hours of online learning and

**6** hours of structured self-study

On top of these, you study in your own time up to 15 hours per week then complete quizzes and assessments.

The program is delivered over a period of 18 calendar months with a total studying time of 54 weeks of which each qualification has 27 studying weeks (3 terms) during a period of 9 calendar months.

## ASSESSMENT METHOD

- You will be assessed on both knowledge and practical skills.
- Knowledge assessment includes multiple-choice quizzes, short questions, reports, etc. while practical assessment will be carried out in a simulated working environment. You will be able to access to:

relevant legislation, regulations, standards and codes and

workplace documentation and resources.

## COURSE COMPLETION

- Upon successful completion of all units of competency of each qualification, you will receive certificates of each qualification which includes two documents, the Testamur and the Record of Results.
- If you do not complete all required units of a qualification, you will be issued a Statement of Attainment showing all units of the qualification that you have successfully completed.



# INTERNSHIP PLACEMENT IF YOU COME TO STUDY IN AUSTRALIA (OPTIONAL)

We can place you in a suitable internship for work experience and make sure that you get the best out of the opportunity, resulting in your career success. The two main objectives of our program are to let you



practice what you have learnt in your Leadership and Management course and



earn precious experience in the industry of your choice.

**Placement:** **20** hours per week for a period of 20 weeks during your study.

## TRANSFERABILITY AND PATHWAYS

Both qualifications are in the Australian Qualifications Framework (AQF), therefore, you are able to transfer to any other AQF colleges anytime\* to continue your study.

- In Vietnam – UPC cooperation partners or any colleges which deliver Australian qualifications.
- In Australia – You can apply for a student entry visa and transfer your study to UPC campus in Sydney or Melbourne, or any Australian colleges anywhere over Australia.

If you choose not to go to Australia under a long-term student visa, you can apply for a short-term visitor visa to come to Australia to study a number of units at UPC Campus in Sydney or Melbourne or other colleges anywhere in Australia.

On successfully completing the BSB50420 Diploma of L&M, you can continue to enrol into a number of Australian business and management courses at Advanced Diploma level or a bachelor degree at universities or higher education institutes. See UPC website for details.

**\* Note:** Due to the costs of recruitment, you are only allowed to transfer to other providers after completing the first six months of the courses. This restriction is not applicable if (a) You transfer to a UPC campus in Australia or (b) Your transfer is arranged through UPC Vietnam.

## TRAINING AND OTHER FACILITIES

KIC and UPC campuses are fully equipped with required facilities including modern computers with internet access, data projector, printing and photocopying facility.

## TYPICAL WEEKLY TIMETABLES

### Day 1 and Day 2 (14 hours)

4 hours face-to-face and 3 hours online learning

### Day 3 (6 hours)

Structured self-study



## CONTACT DETAILS

### KENT INTERNATIONAL COLLEGE

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### UNIVERSITY PREPARATION COLLEGE

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1-5 Randle Street, Surry Hills NSW 2010
- **Melbourne Campus - Level 1 (Suite 110),**  
1 Queens Road, Melbourne, VIC 3004
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**Disclaimer** - The course information may be changed without prior notice.

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

