



Learn Smarter • Learn Better

University Preparation College

Sydney • Australia ACN 116 021 535 RTO 91364 CRICOS 02751M

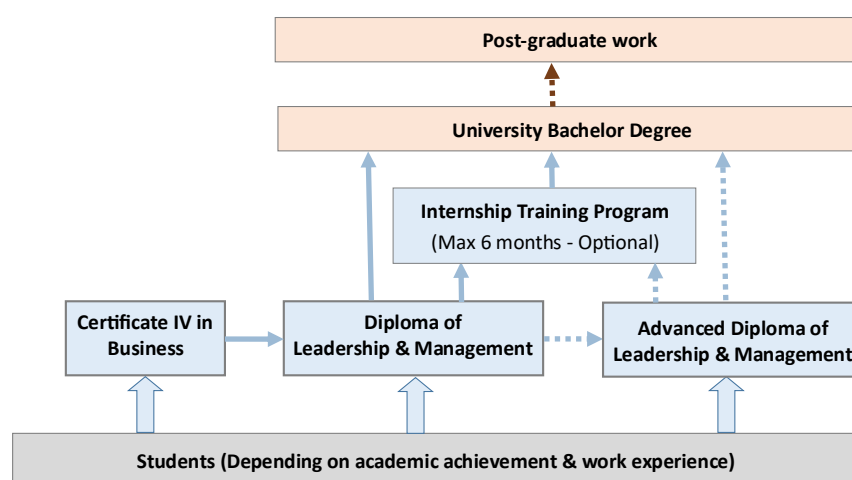


Leadership and Management Program Outlines

- BSB40120 Certificate IV in Business
- BSB50420 Diploma of Leadership & Management
- BSB60420 Advanced Diploma of Leadership & Management

Main Points of the Program

- ✓ **Gaining the qualifications in record time** – The whole 33-month program is cleverly designed that you can smoothly complete in a record time of 27 months (A saving of 6 months). If you work harder, you can save another 3 to 6 months (Fast track program).
- ✓ **Most affordable tuition fees** – UPC College celebrated its 17th Anniversary, and it is proud to be a top quality and the most affordable college in Australia.
- ✓ **Internship placement** – There is no mandatory work placement for these Leadership and Management qualifications. The practical component of the training program is performed in simulated environment where the conditions are typical of those in the real business world. However, the College could provide internship placement of up to 6 months in an industry of your choice during the training program.
- ✓ **Higher education pathways** – After you have completed the Diploma or Advanced Diploma, you can choose to enter a university degree with excellent credit.
- ✓ **Post-study work experience** – On completion of your university course, you can apply for the Postgraduate Work Program to stay up to 2 years to gain work experience.
- ✓ **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: Leadership & Management Program

(BSB Package Version 7.0)

| | | | | |
|---|--|--|--|--|
| Qualification Code and Description | BSB40120 Certificate IV in Business | BSB50420 Diploma of Leadership & Management | BSB60420 Advanced Diploma of Leadership & Management | Internship training program |
| CRICOS Code | 104698G | 107716H | 104699F | - |
| AQF level | 4 | 5 | 6 | - |
| Course structure (Units) | 6 core and 6 elective units | 6 core and 6 elective units | 5 core and 5 elective units | As requested |
| Available during the COVID-19 pandemic | Onshore & offshore | Onshore & offshore | Onshore | onshore |
| Single course (Duration & fees) | 9 months (\$AU6,000) | 12 months (\$AU8,000) | 12 months (\$AU8,000) | 20 hours per week for 20 weeks during study period (\$AU2,000) |
| Packaged course (Duration & fees) | 9 months (\$AU6,000) | 9 months (\$AU6,000) | 9 months (\$AU6,000) | |
| Learning resources | \$AU150 | \$AU150 | \$AU150 | - |
| 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"> practice what you have learnt in your Leadership and Management course, and earn precious experience in the industry of your choice. <p>Placement: 20 hours per week for 20 weeks (6 months) 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 period when the international travelling ban is in place. | | |
| Term (Study period) | There are 4 terms per year and 9 studying weeks per term | | | |
| 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 | Assessments are competency-based. The theoretical component of each unit is assessed in the form of written assignments, case studies, research projects, etc. while the practical component is assessed in a simulated environment where the conditions are typical of those in the real business world. | | | |
| 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 information in the Intake Dates and Fees Schedule | | | |



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 cores 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 | BSBCMM411 Make presentations |
| 8 | BSBCMM511 Communicate with influence |
| 9 | BSBPEF403 Lead personal development |
| 10 | BSBPEF502 Develop and use emotional intelligence |
| 11 | BSBPMG430 Undertake project work |
| 12 | SIRXMKT006 Develop a social media strategy |

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



BSB50420 Diploma of Leadership & Management

CRICOS 107716H (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 cores 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 | BSBFIN501 - Manage budgets and financial plans |
| 8 | BSBOPS504 Manage business risk |
| 9 | BSBPEF501 Manage personal and professional development |
| 10 | BSBXCM501 Lead communication in the workplace |
| 11 | BSBPMG430 Undertake project work |
| 12 | SIRXMKT006 Develop a social media strategy |

* 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 cores 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 | BSBHRM613 Contribute to the development of learning and development strategies |
| 10 | BSBXCM501 Lead communication in the workplace |

* 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

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

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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 in Business and BSB50420 Diploma of L & M will be delivered online to offshore students while they are waiting for travel permission to Australia.