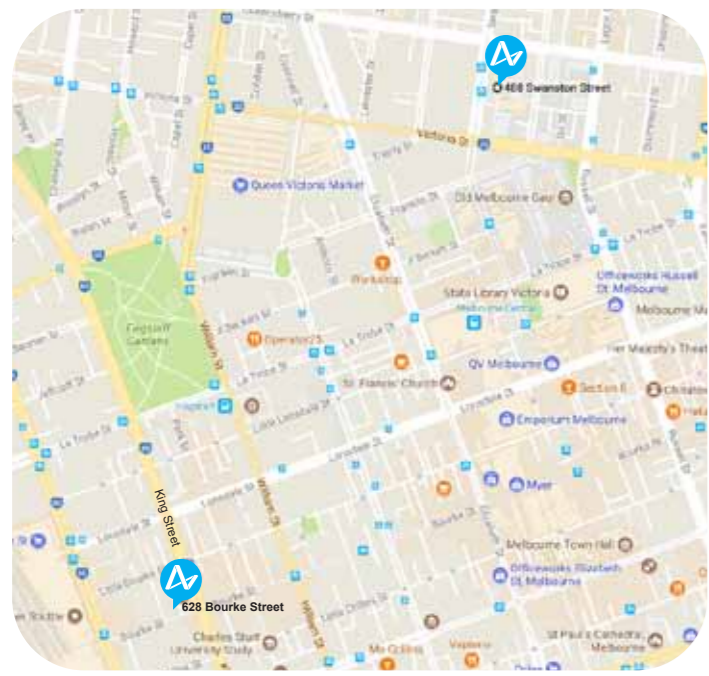




**AUSTRALIA  
SINGAPORE**

Academies Australasia Polytechnic is an Academies Australasia college. Academies Australasia Group Limited has been operating for 110 years and listed on the Australian Securities Exchange for 40 years.

Academies Australasia has colleges in Melbourne, Sydney, Brisbane, Perth, Adelaide, Dubbo, Gold Coast and Singapore, and offers a wide range of courses at different levels – Certificate, Diploma, Advanced Diploma, Bachelor and Master Degrees.



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## MANAGEMENT

Doing business in the 21st Century, with its focus on a global economy, is more and more complex. You need to be multi-skilled, innovative, and able to solve problems, and also have excellent communication and organisational skills.

Our nationally recognised courses are comprehensive and practical, giving you the opportunity to gain the skills, knowledge and qualification you require to secure your position in the business area of your choice.

### COURSE INFORMATION

Our Management courses have been developed according to the requirements of the Business Services Training Package (BSB15), in consultation with our industry partners and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF).

#### STUDY PATH

Training is delivered in stages which correspond to AQF Levels II, IV, V and VI. The preferred pathway for a qualification is for students to complete the requirements of the previous level qualification before progressing to the next level – thereby achieving more than one qualification.

Applicants without the previous level qualification will be considered if they have relevant qualification and/or vocational experience.

We aim to equip our graduates with the necessary skills and knowledge to enable them to successfully satisfy the demands of the workplace.

#### COURSE DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Qualifications are delivered over 20 hours per week, 16 hours face-to-face and 4 hours online learning.

Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice questions and short answers, essays, true/false and presentations.

#### ACADEMIC YEAR / START DATES

Don't miss out on your intake dates. There are 40 teaching weeks per annum with the year being divided into 4 terms of 10 weeks each. The academic year begins in January and ends in December. Primary intakes are at the beginning of each term.

YEAR	TERM 1 INTAKES		TERM 2 INTAKES		TERM 3 INTAKES		TERM 4 INTAKES	
	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM	PRIMARY	MID-TERM
2018	08 JAN	19 FEB	09 APR	14 MAY	02 JUL	06 AUG	24 SEP	29 OCT
2019	14 JAN	18 FEB	15 APR	13 MAY	08 JUL	05 AUG	30 SEP	28 OCT

Choice of subjects may be limited in mid-term intakes



## MANAGEMENT



Qualification	Unit Code	Unit Name	Tuition Fee / Duration
<b>Certificate II in Business</b> (BSB20115)  CRICOS Course Code 086780M	BSBWHS201	Contribute to health and safety of self and others	<b>A\$ 2,000</b>  <b>1 Term</b> 3 months / 10 college weeks
	BSBWOR202	Organise and complete daily work activities	
	BSBWOR203	Work effectively with others	
	BSBIND201	Work effectively in a business environment	
	BSBCUS201	Deliver a service to customers	
	BSBINN201	Contribute to workplace innovation	
	BSBSUS201	Participate in environmentally sustainable work practices	
	BSBITU201	Produce simple word processed documents	
	BSBITU202	Create and use spreadsheets	
	BSBCMM201	Communicate in the workplace	
	BSBWOR204	Use business technology	
BSBFIA301	Maintain financial records		
<b>Exit with Certificate II</b>	<b>Vocational/ Employment Outcome</b> → Administration Assistant, Receptionist		
<b>Certificate IV in Leadership and Management</b> (BSB42015)  CRICOS Course Code 091401G	BSBLDR401	Communicate effectively as a workplace leader	<b>A\$ 2,000 per term</b>  <b>2 Terms</b> 6 months / 20 college weeks
	BSBLDR402	Lead effective workplace relationships	
	BSBLDR403	Lead team effectiveness	
	BSBMGT402	Implement Operational Plan	
	BSBRSK401	Identify risk and apply risk management processes	
	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	
	BSBLDR404	Lead a diverse workforce	
	BSBWOR404	Develop work priorities	
	BSBCMM401	Make a presentation	
	BSBMGT401	Show leadership in the workplace	
	BSBMKG413	Promote products and services	
BSBPMG522	Undertake Project Work		
<b>Exit with Certificate IV</b>	<b>Vocational/ Employment Outcome</b> → Administrator, Project Officer		
<b>Diploma of Leadership and Management</b> (BSB51915)  CRICOS Course Code 091402F	BSBMGT517	Manage operational plan	<b>A\$ 2,000 per term</b>  <b>4 Terms</b> 12 months / 40 college weeks
	BSBWHS501	Ensure a safe workplace	
	BSBWOR501	Manage personal work priorities and professional development	
	BSBPMG522	Undertake project work	
	BSBCUS501	Manage quality customer service	
	BSBFIM501	Manage budgets and financial plans	
	BSBSUS501	Develop workplace policy and procedures for sustainability	
	BSBMKG510	Plan e-marketing communications	
	BSBLDR501	Develop and use emotional intelligence	
	BSBWOR502	Lead and manage team effectiveness	
	BSBLDR502	Lead and manage effective workplace relationships	
BSBDIV501	Manage Diversity in the workplace		
<b>Exit with Diploma</b>	<b>Vocational/ Employment Outcome</b> → Manager		
<b>Advanced Diploma of Leadership and Management</b> (BSB61015)  CRICOS Course Code 091403E	BSBHRM602	Manage human resource strategic planning	<b>A\$ 2,000 per term</b>  <b>4 Terms</b> 12 months / 40 college weeks
	BSBHRM604	Manage employee relations	
	BSBINN601	Lead and manage organisational change	
	BSBMGT608	Manage innovation and continuous improvement	
	BSBMGT622	Manage resources	
	BSBRSK501	Manage risk	
	BSBWHS605	Develop, implement and maintain WHS management systems	
	BSBFIM601	Manage finances	
	BSBMGT605	Provide leadership across the organisation	
	BSBMKG609	Develop a marketing plan	
	BSBMGT617	Develop and implement a business plan	
BSBMGT616	Develop and implement strategic plans		
<b>Exit with Advanced Diploma</b>	<b>Vocational/ Employment Outcome</b> → Area Manager, Department Manager, Regional Manager		
<b>UNIVERSITY PATHWAYS</b>	FOR INFORMATION REGARDING UNIVERSITY PATHWAYS VISIT <a href="http://www.academies.edu.au">www.academies.edu.au</a>		