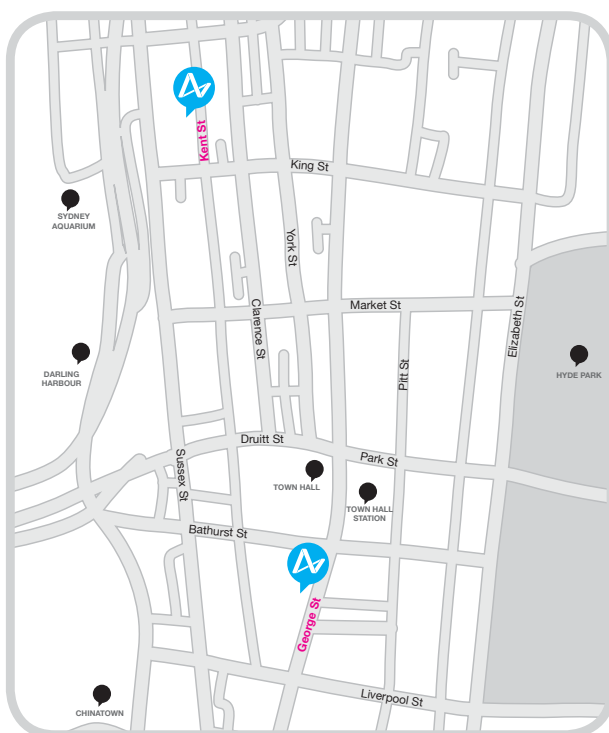


AUSTRALIA SINGAPORE

Clarendon Business College 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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LEADERSHIP AND MANAGEMENT

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LEADERSHIP AND 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 (BSB) 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 answer, essays, true/false and presentations.

ACADEMIC YEAR / START DATES

Don't miss out on your intake dates. There are 36 teaching weeks per annum with the year being divided into 4 terms of 9 weeks each. The academic year begins in late January and ends late November. 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
2019	14 JAN	18 FEB	8 APR	13 MAY	1 JUL	5 AUG	23 SEP	28 OCT
2020	13 JAN	17 FEB	6 APR	11 MAY	29 JUN	3 AUG	21 SEP	26 OCT

Choice of subjects may be limited in mid-term intakes



LEADERSHIP AND MANAGEMENT



Qualification	Subject	Competency		Tuition Fee / Duration
Certificate II in Business (BSB20115) CRICOS Course Code 086775G	Business Environment 1	BSBWHS201 BSBWOR202 BSBWOR203 BSBIND201 BSBCUS201 BSBINN201 BSBSUS201	Contribute to health and safety of self and others Organise and complete daily work activities Work effectively with others Work effectively in a business environment Deliver a service to customers Contribute to workplace innovation Participate in environmentally sustainable work practices	A\$ 2,000 1 Term 3 months / 9 college weeks
	Business IT 1	BSBITU211 BSBITU212 BSBITU213 BSBWOR204	Produce digital text documents Create and use spreadsheets Use digital technologies to communicate remotely Use business technology	
	Business Accounting 1	FNSACC311	Process financial transactions and extract interim reports	
	Exit with Certificate II Vocational/ Employment Outcome Administration Assistant, Receptionist			
Certificate IV in Business (BSB40215) CRICOS Course Code 086896K	Business Customer Service 1 Business Customer Service 2	BSBCUS401 BSBMKG413 BSBMKG414	Coordinate implementation of customer service strategies Promote products and services Undertake marketing activities	A\$ 2,000 per term 2 Terms 6 months / 18 college weeks
	Business IT 3	BSBITU404 BSBITU311	Produce complex desktop published documents Use simple relational databases	
	Business IT 4	BSBITU401 BSBITU402	Design and develop complex text documents Develop and use complex spreadsheets	
	Business Environment 3	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	
Diploma of Leadership and Management (BSB51918) CRICOS Course Code 098697G	Business Environment 4 Business Accounting 3	BSBRSK401 BSBFIA412	Identify risk and apply risk management processes Report on financial activity	A\$ 2,000 per term 4 Terms 12 months / 36 college weeks
	Exit with Certificate IV Vocational/ Employment Outcome Administrator, Project Officer			
	Operational Management Work Health and Safety Personal Development Project Management Customer Service Finance Sustainability Marketing Emotional Intelligence Team Effectiveness Leadership & Diversity	BSBMGT517 BSBWHS501 BSBWOR501 BSBPMG522 BSBCUS501 BSBFIM501 BSBSUS501 BSBMKG510 BSBLDR511 BSBWOR502 BSBLDR502 BSBLDR504	Manage operational plan Ensure a safe workplace Manage personal work priorities and professional development Undertake project work Manage quality customer service Manage budgets and financial plans Develop workplace policy and procedures for sustainability Plan e-marketing communications Develop and use emotional intelligence Lead and manage team effectiveness Lead and manage effective workplace relationships Implement diversity in the workplace	
	Exit with Diploma Vocational/ Employment Outcome Manager			
Advanced Diploma of Leadership and Management (BSB61015) CRICOS Course Code 089114K	Human Resources Organisational Change Innovation	BSBHRM602 BSBHRM604 BSBINN601 BSBMGT608 BSBMGT622	Manage human resources strategic planning Manage employee relations Lead and manage organisational change Manage innovation and continuous improvement Manage resources	A\$ 2,000 per term 4 Terms 12 months / 36 college weeks
	Work Health & Safety and Risk Management Financial Management Leadership Marketing Plan Strategic & Business Planning	BSBRSK501 BSBWHS605 BSBFIM601 BSBMGT605 BSBMKG609 BSBMGT617 BSBMGT616	Manage risk Develop, implement and maintain WHS management systems Manage finances Provide leadership across the organisation Develop a marketing plan Develop and implement a business plan Develop and implement strategic plans	
	Exit with Advanced Diploma Vocational/ Employment Outcome Area Manager, Department Manager, Regional Manager			
	UNIVERSITY PATHWAYS			
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