

# Leadership & Management at SELC Bondi and City Campus

BSB42015 Certificate IV in Leadership and Management  
BSB51915 Diploma of Leadership and Management  
BSB61015 Advanced Diploma of Leadership and Management

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## Course Description

Leadership and Management courses are suitable for those who aim to work as leaders and managers in a range of enterprise and industry contexts. Leadership and Management allows people to assume responsibility for their own performance as well as provide leadership, guidance and support for others. At the Diploma and Advanced Diploma level, individuals will display initiative and judgement for planning, organising, implementing and monitoring a variety of workloads to meet the organisational

## Career Opportunities

The skills gained in SELC's Leadership and Management courses are transferrable across many jobs and industries. Job roles and titles vary across different industry sectors, however possible job titles relevant to this qualification include:

- Team Leader
- Leading Hand
- Business or Sales Team
- Sales Team Coordinator

## Leadership & Management Sample Timetable

☀ Time	2 times a week Wednesdays and Thursdays*
7:45 AM - 9:00 AM	Tutorial
9:00 AM - 12:00 PM	Lecture
12:30 PM - 3:00 PM	Tutorial

  

🌙 Time	2 times a week Wednesdays and Thursdays*
3:00 PM - 5:00 PM	Tutorial
5:30 PM - 8:30 PM	Lecture
8:30 PM - 10:15 PM	Tutorial

  

🌙 Friday Time	☀ Saturday Time	2 times a week Friday and Saturday**
1:00 PM - 4:00 PM Lecture	8:50 AM - 12:30 PM Tutorial	
4:00 PM - 4:30 PM Break	12:30 PM - 1:00 PM Break	
4:30 PM - 8:10 PM Tutorial	1:00 PM - 4:00 PM Lecture	

\*SELC reserves the right to update or modify timetables at any time without prior notice.

☀ Daytime 🌙 Evening

\*\* Friday and Saturday for CIV & DIP of LM, in Bondi Only.

## Courses Calendar

Terms	2019	2020	2021
Term 1	29 Jan to 29 Mar	28 Jan to 27 Mar	25 Jan to 26 Mar
Break	3 week Break	3 week Break	3 week Break
Term 2	23 Apr to 21 Jun	20 Apr to 19 Jun	19 Apr to 18 Jun
Break	3 week Break	3 week Break	3 week Break
Term 3	15 Jul to 13 Sep	13 Jul to 11 Sep	12 Jul to 10 Sep
Break	3 week Break	3 week Break	3 week Break
Term 4	8 Oct to 6 Dec	6 Oct to 4 Dec	5 Oct to 3 Dec
Break	7 week Break	7 week Break	7 week Break

## Important information

### Leadership & Management - New Courses Availability

**BSB42015 Certificate IV in Leadership and Management**  
☀🌙 City | 🌙 Bondi | ☀🌙 Friday and Saturday Bondi

**BSB51915 Diploma of Leadership and Management**  
☀🌙 City | 🌙 Bondi | ☀🌙 Friday and Saturday Bondi

**BSB61015 Advanced Diploma of Leadership and Management**  
☀🌙 City | 🌙 Bondi

## Courses Duration

🌐 BSB42015 Certificate IV in Leadership and Management  
3 terms - Approx. 9 months

🌐 BSB51915 Diploma of Leadership and Management  
4 terms - Approx. 12 months

🌐 BSB61015 Advanced Diploma of Leadership and Management  
4 terms - Approx. 12 months

## Entry Requirements

- 1 – Year 12 or equivalent and above; and
- 2 – IELTS 5.5 or equivalent and above.

## Campus Location

Bondi Campus	Sydney City Campus
Level 2, 19-23 Hollywood Ave Bondi Junction, Sydney, NSW 2022 Tel: +61 2 8305 5600	Level 6, 56-58 York St Sydney CBD, NSW 2000 Tel: +61 2 9262 3403

## Qualification Structure & Course Content

This course provides students with a wide range of skills to analyse, design, plan, execute and evaluate management functions. Individuals at this level display initiative and judgement in planning, organising and implementing a workload. The range of courses cater for beginners, through to those who currently have experience working on the frontline of management.



## MAKING A DIFFERENCE IN YOUR CAREER

### BSB42015 Certificate IV in Leadership and Management

Module	Unit of Competency
Researching & implementing a plan	BSBLDR402 Lead effective workplace relationships
	BSBINN301 Promote innovation in a team environment
	BSBRES401 Analyse and present research information
	BSBMGT402 Implement operational plan
Leading & mentoring a team	BSBLDR403 Lead team effectiveness
	BSBWOR404 Develop work priorities
	TAEDEL404A Mentor in the workplace
	BSBCMM401 Make a presentation
Research and identify needs & opportunities	BSBLDR401 Communicate effectively as a workplace leader
	BSBINT401 Research international business opportunities
	BSBCUS402 Address customer needs
	BSBRSK401 Identify risk and apply risk management processes

### Pathways from the qualification

Upon successful completion of the Leadership and Management courses, students may gain employment in the Leadership and Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

### BSB51915 Diploma of Leadership and Management

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage meetings
	BSBHRM513 Manage workforce planning
Develop & lead a diverse team	BSBLDR501 Develop and use emotional intelligence
	BSBLDR502 Lead and manage effective workplace relationships
	BSBWOR502 Lead and manage team effectiveness
	BSBLDR504 Implement diversity in the workplace
Establish innovative & informative systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage an info or knowledge mngmnt system
Plan & manage the project	BSBMGT517 Manage operational plan
	BSBFIM501 Manage budgets and financial plans
	BSBPMG522 Undertake project work
	BSBRSK501 Manage risk

### Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

### BSB61015 Adv. Diploma of Leadership and Management

Module	Unit of Competency
Development & Leadership	BSBMGT615 Contribute to organisational development
	BSBMGT605 Provide leadership across the organisation
	BSBDIV601 Develop and implement diversity policy
Financial Planning	BSBRSK501 Manage risk
	BSBFIM601 Manage finances
	BSBHRM602 Manage human resources strategic planning
Innovation & Growth	BSBINN601 Lead and manage organisational change
	BSBMGT608 Manage innovation and continuous improvement
	BSBINM601 Manage knowledge and information
Business Strategy	BSBMKG609 Develop a marketing plan
	BSBMGT616 Develop and implement strategic plans
	BSBMGT617 Develop and implement a business plan

### Exit Point/Award

BSB42015 Cert. IV in Leadership and Management (AQF – Level 4), BSB51915 Dip. of Leadership and Management (AQF – Level 5) and BSB61015 Adv. Dip. of Leadership and Management (AQF – Level 6) are all nationally recognised qualifications under the Australian Qualifications Framework (AQF).

#### Leadership & Management Programs Fees

Enrolment Fee	<del>\$250</del> <b>\$125</b>
Material Fee	<del>\$395</del> <b>\$0</b>
Term Tuition Fee	\$1,500 (Daytime & Evening)

#### NEW Special - Package Deposit Offer\*

<b>Only \$250</b>	Deposit for all SELC VET Programs packaged with SELC English Language Programs
<b>Only \$500</b>	Deposit for all SELC VET Programs - COE issuance
<b>VET enrolment fee Waived</b>	For all SELC VET Programs packaged with SELC English Language Programs

\*Material fee is paid only once on packaged courses

\*Deposit is non-refundable