



RTO: 41228 | CRICOS: 03640K

BSB50420 (CRICOS 104345K)

Diploma of Leadership and Management

Step up and into the business spotlight in front of your peers with this **Diploma of Leadership and Management**.

A store or business manager with this qualification knows how to discern the emotional states of others, manage workplace relationships, manage team performance and increase efficiency within the workplace. This individual drives and motivates teams, displaying lots of initiative in completing their own workload and the workload of others.

Does this individual sound like you?

Then this course will teach you a multitude of skills that will allow you to discern the emotional states of others, manage workplace relationships, manage team performance and increase efficiency within the workplace. General business skills such as being able to forecast international market and business needs, as well as manage budgets and financial plans are just some of the key units of study taught within this course.

COURSE DETAILS

Intake Date: Contact us for various Intake dates

Duration: 52 Weeks including term breaks and holidays

Study Mode: Blended delivery (Face To Face & Online)

Campus: Level 6, 359 Queen Street Brisbane QLD 4000

Assessment: Written Activities Assessment/Knowledge Questions, Assignment, Practical Project

ENTRY REQUIREMENTS

Academic Requirements

- depending on upon the nationality of the student year 11 (Australian equivalent year 11) may be sufficient - please check with Axis institute prior to enrolment
- have completed at least an Australian year 12 equivalent
- Mature-age students without a formal qualification are required to Axis institute LLN/English Placement test.

English Requirements

- Student must provide evidence of attaining an overall IELTS score of 5.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc.); or
- student must have attained at least Upper Intermediate Level of English and must provide evidence of the same; or
- Mature-age students without a formal qualification are required to Axis institute LLN/English Placement test.

WHAT YOU'LL LEARN

- How to streamline and manage quality customer services strategies
- Financial management concepts and strategies including budgets and financial plans
- Human resource essentials including recruitment, selection and induction of staff and how to implement and manage performance-management processes
- Organisational leadership skills including lead and manage effective workplace relationships, managing people performance, operational planning and how to maximize your team effectiveness.
- Safety essentials including managing risk and strategies to ensure a safe workplace environment

POSSIBLE CAREER OUTCOMES

- *Business Manager*
- *Department Manager*
- *Operations/Facilities Manager*
- *Production Manager*
- *Retail Manager*
- *Store Manager*
- *Team Leader*

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CREDIT TRANSFER / RECOGNITION OF PRIOR LEARNING (RPL)

Axis Institute recognises course credits within the AQF framework and will grant appropriate credits towards equivalent units of competencies achieved under a nationally recognised qualification or a course. Applications for Credit Transfer and RPL will be considered on a case-by-case basis and in a timely manner to ensure that all applicants are able to make well-informed choices about study options by taking into account the recognition to which they are entitled.

Contact our team for more information on RPL or course credits.

STUDENT SUPPORT

We use industry current practices and methodologies to ensure the training program is relevant to industry while also meeting Training Package requirements. Our students have access to a team of reliable staff and trainers that are available throughout the course duration. For the duration of the course students will be supported with the following:

- Student Services: for all administrative enquiries and on issues associated with general academic skills
- Trainers: to answer any questions students may have about the course content, assessments and study progress
- Help Desk: for any assistance on course materials and assessment submission through our customised online learning platform

CAMPUS FACILITIES

- Strategically located at the heart of Brisbane CBD, the campus is easily accessible to travel to campus on public transport by bus networks and train lines, ferries. Taxis operate Australia-wide, bicycle facilities and car parking can be found.
- Our campus has its own kitchen and lounge facilities, which includes a fridge, microwave, water-cooler, instant coffee, and dining table and chairs.
- Axis Institute is proud of its excellent teaching facilities with classrooms are fully furnished with projectors in an air conditioned environment.
- Computing, printing and scanning facilities are available on-campus with desktop PC's connected to high speed Internet. Power points are also available to recharge electric devices. Course material can be accessed online through a learning platform.
- Please see campus reception to connect to free wifi.

COURSE FEES

Enrolment Fee: \$250 (non-refundable)

Material Fee: \$250 (non-refundable)

Indicative Course Tuition Fee: \$9900*

*Fee may/may not include enrolment and material fees, all fees are in Australia Dollar, and fees are correct at time of printing and subject to change without notice (March 2022). Please contact us for more information.

Total fees that a student has to pay for their studies at Axis Institute include refundable and non-refundable fees. Generally, only the tuition fees are refundable in accordance with Axis Institute's Refund Policy. Visit our website for more information: www.axisinstitute.edu.au

CONTACT US FOR MORE INFORMATION

Call us on (07) 3221 1626 or email info@axisinstitute.edu.au for more information on our courses.

Axis Institute is the trading name of Manigram Pty Ltd
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All information in this document was correct at the time of publication but is subject to change.
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COURSE UNITS

CORE UNITS

BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBLDR523	Lead and manage effective workplace relationships
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

ELECTIVE UNITS

BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBSTR501	Establish innovative work environments
BSBLDR522	Manage people performance
BSBWH521	Ensure a safe workplace for a work area
BSBHRM415	Coordinate recruitment and onboarding



PAYMENT OPTIONS

Axis Institute has a number of options to allow you to select a payment method best suitable to your financial situation. Course fees can be paid by in person, by phone, internet banking, or credit card.

Option 1 - Upfront Payment: You can pay course fees in full upfront through your own pocket either through direct debit or credit card. A direct debit or direct withdrawal of funds can be arranged and scheduled from your nominated bank account. We accept payments by MasterCard or Visa.

Options 2 - Payment Plan: You can pay course fees through convenient installments weekly, fortnightly, monthly or per every semester. Terms and conditions apply. A direct debit or direct withdrawal of funds can be arranged and scheduled from your nominated bank account.

