


COURSE BROCHURE INTERNATIONAL STUDENTS

Qualification Code and Title	<p>BSB42105 Certificate IV in Leadership and Management</p> <p>The latest release of the qualification and packaging rules can be found at the following link: https://training.gov.au/Training/Details/BSB42015</p> 
CRICOS Course Code	<p>102594J</p>
Provider	<p>Excel College Australia RTO Code: 45200 CRICOS Code: 03862G</p>
Course Overview	<p>This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.</p> <p>As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team.</p> <p>They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources..</p>
Entry Requirements	<p>Excel College Australia has the following entry requirements: You must:</p> <ul style="list-style-type: none"> • Be at least 18 years of age and have completed Year 12 or equivalent. • Participate in a course entry interview to determine suitability for the course and student needs. • Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following: <ul style="list-style-type: none"> • Educated for 5 years in an English speaking country; or • Completed at least 6 months of a Certificate III level course in an Australian RTO; or • Successful completion of an English Placement Test. <p><i>Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.</i></p>
Course Duration	<p>This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks. There is also 12 weeks of holidays in total with holidays between 2 - 4 weeks as per the course timetable which will be provided to you.</p> <p>Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements.</p> <p>This qualification is offered on the following days and times:</p> <ul style="list-style-type: none"> • Mondays and Tuesdays from 9 am to 5.30 pm • Wednesday 9 am to 1.30 pm.
Delivery mode and location	<p>This course will be delivered face-to-face in a classroom-based setting which includes the simulation of workplace based environment.</p> <p>The course is delivered at:</p> <ul style="list-style-type: none"> • 3C, 40 Raymond Street Bankstown NSW 2200

Career Outcomes	Students who complete this course may be able to seek employment in a range of leadership and management roles.																																				
Education Pathways	Students who complete this course may wish to further their study into the BSB51918 Diploma of Leadership and Management or a range of Diploma qualifications.																																				
Course Structure	<p>The BSB42015 Certificate IV in Leadership and Management requires the successful completion of four (4) core units and eight (8) elective units. Electives for this qualification have been chosen by Excel College Australia to ensure that students achieve a broad range of skills and knowledge in leadership and management.</p> <p>Units included in this qualification are:</p> <table border="1" data-bbox="411 689 1425 1216"> <tr> <td>BSBLDR401</td> <td>Communicate effectively as a workplace leader</td> <td>Core</td> </tr> <tr> <td>BSBLDR402</td> <td>Lead effective workplace relationships</td> <td>Core</td> </tr> <tr> <td>BSBLDR403</td> <td>Lead team effectiveness</td> <td>Core</td> </tr> <tr> <td>BSBMGT402</td> <td>Implement operational plan</td> <td>Core</td> </tr> <tr> <td>BSBINN301</td> <td>Promote innovation in a team environment</td> <td>Elective</td> </tr> <tr> <td>BSBWHS401</td> <td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td> <td>Elective</td> </tr> <tr> <td>BSBWOR404</td> <td>Develop work priorities</td> <td>Elective</td> </tr> <tr> <td>BSBRSK401</td> <td>Identify risk and apply risk management processes</td> <td>Elective</td> </tr> <tr> <td>BSBCMM401</td> <td>Make a presentation</td> <td>Elective</td> </tr> <tr> <td>BSBADM405</td> <td>Organise meetings</td> <td>Elective</td> </tr> <tr> <td>BSBCUS402</td> <td>Address customer needs</td> <td>Elective</td> </tr> <tr> <td>BSBCRT401</td> <td>Articulate, present and debate ideas</td> <td>Elective</td> </tr> </table>	BSBLDR401	Communicate effectively as a workplace leader	Core	BSBLDR402	Lead effective workplace relationships	Core	BSBLDR403	Lead team effectiveness	Core	BSBMGT402	Implement operational plan	Core	BSBINN301	Promote innovation in a team environment	Elective	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Elective	BSBWOR404	Develop work priorities	Elective	BSBRSK401	Identify risk and apply risk management processes	Elective	BSBCMM401	Make a presentation	Elective	BSBADM405	Organise meetings	Elective	BSBCUS402	Address customer needs	Elective	BSBCRT401	Articulate, present and debate ideas	Elective
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Course progress	<p>Note that for international students, satisfactory course progress and attendance is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress and attendance requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at www.excelcollegeaustralia.edu.au</p>																																				
Enrolment and Orientation	<p>Upon acceptance of a student's application for enrolment, an Offer Letter and Student Agreement will be sent to you. You should carefully review the document as it will provide all necessary information about the course of study, as well as terms and conditions. Once we receive your signed Offer Letter and Student Agreement we will issue an invoice with your first instalment showing and once this has been paid, a Confirmation of Enrolment (CoE) letter will be issued to you.</p> <p>The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress and attendance requirements.</p> <p>This course brochure should be read in conjunction with Excel College Australia Student Handbook. This can be found online at www.excelcollegeaustralia.edu.au</p>																																				
Additional Support	<p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none"> Academic and personal support. 																																				

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Training Arrangement	Students are required to attend classes for 20 hours a week and complete approximately 5 hours of homework per week. Homework will include reading and general research for assessments. Timetable information will be provided in the student's Letter of Offer and Student agreement.																														
Assessment Arrangements	<p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none"> Projects Presentations Report writing Observations Questioning (oral or written) <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>																														
Course Costs:	<p>The costs for this course are as follows: Enrolment fee: \$250 (non-refundable to be paid on application) Material fee: \$50/term Course fees: Total cost is AUD\$10,000 Non-Tuition fees: May apply and can be found at www.excelcollegeaustralia.edu.au A detailed payment plan and payment arrangements are provided in the Letter of offer and Written Agreement. Non-payment of course fees may result in cancellation of enrolment. Course fees do not include laptops, computer software or textbooks, which are to be purchased at the student's own cost and approximate costs for these are listed below.</p> <table border="1"> <thead> <tr> <th>Name of Publication</th> <th>Cost</th> <th>Publisher</th> </tr> </thead> <tbody> <tr> <td>The Business Communication Handbook 10th Edition, Judith Dwyer</td> <td>Ebook: \$54.95 Print: \$97.95</td> <td>Cengage Learning www.cengage.com.au</td> </tr> <tr> <th>Name of software</th> <td></td> <td></td> </tr> <tr> <td>Office 365</td> <td>\$129 annually</td> <td>https://products.office.com/en-au/buy/office</td> </tr> <tr> <th>Laptop costs</th> <td></td> <td></td> </tr> <tr> <td>Any laptop that meets the specifications below.</td> <td>\$450 (approximate only)</td> <td>Various</td> </tr> </tbody> </table> <p>These textbooks, laptops and software may be purchased by students through the suppliers as listed above or any other suppliers that offer the resources noting that costs may vary at the time of purchase. Regarding the textbooks, students may choose to purchase either the ebook/digital edition or print version to suit their needs.</p> <p>Laptop specifications Students should also note the following minimum specifications for a laptop which students must bring to each class.</p> <p>Windows:</p> <table border="1"> <thead> <tr> <th></th> <th>Minimum requirements</th> </tr> </thead> <tbody> <tr> <td>Processor</td> <td>Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)</td> </tr> <tr> <td>Operating system</td> <td>Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)</td> </tr> <tr> <td>RAM</td> <td>2 GB or more of RAM (8 GB recommended)</td> </tr> <tr> <td>Hard disk space</td> <td>3.1 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.</td> </tr> <tr> <td>Monitor resolution</td> <td>1024 x 768 display (1280x800 recommended) with 16-bit color and 512</td> </tr> </tbody> </table>	Name of Publication	Cost	Publisher	The Business Communication Handbook 10 th Edition, Judith Dwyer	Ebook: \$54.95 Print: \$97.95	Cengage Learning www.cengage.com.au	Name of software			Office 365	\$129 annually	https://products.office.com/en-au/buy/office	Laptop costs			Any laptop that meets the specifications below.	\$450 (approximate only)	Various		Minimum requirements	Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)	Operating system	Microsoft Windows 7 with Service pack 1 (64-bit), Windows 10 (Version 1709 or later)	RAM	2 GB or more of RAM (8 GB recommended)	Hard disk space	3.1 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.	Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit color and 512
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		MB or more of dedicated VRAM; 2 GB is recommended.
	Graphics processor acceleration requirements	OpenGL 2.0-capable system
	Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.
	MacOS:	
		Minimum requirements
	Processor	Multicore Intel processor with 64-bit support
	Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
	RAM	2 GB or more of RAM (8 GB recommended)
	Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
	Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit color and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system	
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.	
<p>International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Excel College Australia provides details of OSHC providers in the International Student Handbook.</p> <p>Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs.</p>		
Course Credit	<p>Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.excelcollegeaustralia.edu.au</p> <p>For international students, the granting of course credit may affect course fees as well as the duration of the course.</p> <p>The result of an application for credit and any changes to fees or course duration will be advised to students in writing.</p> <p>If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.</p> <p>For any questions about course credit, contact us at the details shown below</p>	
Selection and enrolment procedures	<p>To enroll for this course an enrolment form must be completed. which can be emailed or posted to students or downloaded from our website. The enrolment form should be completed and then sent to us along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details shown below.</p>	
Contact Details	<p>Call our office on (02) 9791 1880 or email us at info@excelcollegeaustralia.edu.au</p>	