LEADERSHIP & MANAGEMENT

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WHY STUDY AT CSF

CONVENIENT LOCATION
SMART TEACHING
FRIENDLY STAFF

COMPETITIVE FEES
STRONG NETWORK
FITNESS FACILITIES

COMMITMENT TO SUCCESS
STUDENT SUPPORT
FOCUS ON QUALITY

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SYDNEY
12 WENTWORTH AVENUE
SYDNEY 2010
NSW AUSTRALIA

MANLY
BUILDING 5
33 SCENIC DRIVE,
NORTH HEAD MANLY
2095 NSW AUSTRALIA
ENTRY REQUIREMENTS
› Be 18 years of age or above
› English language level of minimum IELTS 5.5 or equivalent (if the level of English is insufficient, a suitable course can be organised)
› Year 11 or equivalent certificate of senior secondary education

These qualifications reflect the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Students undertaking these qualifications will gain the following skills; communication, teamwork, problem-solving, initiative and enterprise, planning and organising, self-management and technology.

ACADEMIC YEAR / START DATES
The year is divided into 4 terms. The academic year begins in February. Primary intakes are the beginning of each term.

STUDY PATHWAY
Study pathways enable students to obtain credit transfer to several universities. To find out more please contact Student Services.

STUDY TRACK
Our objective is to provide graduates with the necessary skills and knowledge that will empower them to successfully fulfill the demands of the workplace.

Training is delivered in stages that correspond to AQF levels II – Advanced Diploma. The desired 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.

FUNCTIONAL DELIVERY & ASSESSMENT TECHNIQUES
Delivery and assessment strategies have been selected to mirror the nature of all elements and performance criteria within each competency cooperatively providing the needs and learning styles of the learners.

COURSE INFORMATION
Our Leadership and 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 Qualification Framework (AQF).

COURSE DELIVERY
Courses are delivered over 20 hours per week through a combination of face-to-face and online delivery.

ADDITIONAL FEES
Enrolment Fee (Non-refundable): A$200

ACADEMIC YEAR / START DATES
The year is divided into 4 terms. The academic year begins in February. Primary intakes are the beginning of each term.

Qualification
Diploma of Leadership and Management
BSB51915

Course Code
CRICOS Code 091091A

Tuition Fee
A$ 8,000

Duration
12 months
6 Terms / 40 College Weeks

COMPETENCY | DESCRIPTION
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BSBLDR501 | Develop and use emotional intelligence
BSBMT517 | Manage operational plan
BSBLDRG02 | Lead and manage effective workplace relationships
BSBWOR502 | Lead and manage team effectiveness
BSBCUS501 | Manage Quality Customer service
BSBFIM501 | Manage Budgets and Financial plans
BSBLDRG05 | Implement Diversity in the workplace
BSBWHSS01 | Ensure a safe workplace
BSBFIM502 | Undertake Project Work
BSBJSUS01 | Develop workplace policy and procedures for sustainability
BSBWOR501 | Manage Personal work priorities and professional development
BSBNKM501 | Plan E-Marketing Communications

Vocational / Employment Outcome: Business Manager, Human Resource Manager, and Sales Team Manager.

Qualification
Advanced Diploma of Leadership and Management
BSB61015

Course Code
CRICOS Code 091072M

Tuition Fee
A$ 8,000

Duration
12 months
6 Terms / 40 College Weeks

COMPETENCY | DESCRIPTION
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BSBFRM501 | Manage finances
BSBPD001 | Lead and manage organisational change
BSBBGT505 | Provide leadership across the organisation
BSBBGT517 | Develop and implement a business plan
BSBBFRM504 | Manage Employee Relations
BSBBGT508 | Develop and implement strategic plans
BSBBGT509 | Develop a Marketing plan
BSBBFRM501 | Manage Risk
BSBBGT508 | Manage innovation and continuous improvement
BSBBGT512 | Manage resources
BSBBHRM502 | Manage Human resource strategic planning
BSBBUM505 | Develop, implement and maintain WHS management systems

Vocational / Employment Outcome: Area Manager, Department Manager, and Regional Manager.