



LEADERSHIP & MANAGEMENT

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CONVENIENT LOCATION
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LEADERSHIP & MANAGEMENT

DEVELOPING THE LEADER WITHIN

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.



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. 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).



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

ADDITIONAL FEES

Enrolment Fee: **A\$200**

ACADEMIC YEAR / START DATES

The year is divided into 4 terms. See below for term intake dates.

CBD CAMPUS INTAKE DATES

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
2017	—	—	—	—	17 JUL	21 AUG	09 OCT	13 NOV
2018	22 JAN	26 FEB	16 APR	21 MAY	09 JUL	13 AUG	01 OCT	05 NOV
2019	21 JAN	25 FEB	15 APR	20 MAY	08 JUL	12 AUG	30 SEP	04 NOV

MANLY CAMPUS INTAKE DATES

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
2017	—	—	—	—	10 JUL	14 AUG	02 OCT	06 NOV
2018	22 JAN	26 FEB	16 APR	21 MAY	09 JUL	13 AUG	01 OCT	05 NOV
2019	21 JAN	25 FEB	15 APR	20 MAY	08 JUL	12 AUG	30 SEP	04 NOV

COURSE DELIVERY

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

QUALIFICATION	UNIT CODE	UNIT NAME
Diploma of Leadership and Management BSB51915 CRICOS Course Code 092071A	BSBLDR501	Develop and use emotional intelligence
	BSBMGT517	Manage operational plan
	BSBLDR502	Lead and manage effective workplace relationships
	BSBWOR502	Lead and manage team effectiveness
	BSBCUS501	Manage Quality Customer service
	BSBFIM501	Manage Budgets and Financial plans
	BSBLDR504	Implement Diversity in the workplace
	BSBWHS501	Ensure a safe workplace
	BSBPNG522	Undertake Project Work
	BSBSUS501	Develop workplace policy and procedures for sustainability
	BSBWOR501	Manage Personal work priorities and professional development
	BSBMKG510	Plan E-Marketing Communications
	Vocational / Employment Outcome > Business Manager, Human Resource Manager, and Sales Team Manager.	

QUALIFICATION	UNIT CODE	UNIT NAME
Advanced Diploma of Leadership and Management BSB61015 CRICOS Course Code 092072M	BSBFIM601	Manage finances
	BSBINN601	Lead and manage organisational change
	BSBMGT605	Provide leadership across the organisation
	BSBMGT617	Develop and implement a business plan
	BSBHRM604	Manage Employee Relations
	BSBMGT616	Develop and Implement strategic plans
	BSBMKG609	Develop a Marketing plan
	BSBRSK501	Manage Risk
	BSBMGT608	Manage innovation and continuous improvement
	BSBMGT622	Manage resources
	BSBHRM602	Manage Human resources strategic planning
	BSBWHS605	Develop, implement and maintain WHS management systems
	Vocational / Employment Outcome > Area Manager, Department Manager, and Regional Manager.	

Tuition Fee
A\$8,000

Duration
12 months
4 Terms / 40 College Weeks

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A\$8,000

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