



Management

Connecting through education.

- 🔗 **BSB40520** Certificate IV in Leadership and Management
- 🔗 **BSB50420** Diploma of Leadership and Management
- 🔗 **BSB60420** Adv. Diploma of Leadership and Management

Develop your knowledge

Upgrade, upskill and develop your knowledge and expertise through management qualifications that will give you the skills needed to seek employment as a manager in human resources, business, or sales. Become a project manager by equipping yourself with the necessary skills to lead a project into fruition

Start your management career

Explore topics such as workplace planning and management, industrial relations, leadership and management theories and practice, work health and safety, and much more, and get started in a management career in a myriad of industries.



**BSB40520**

Certificate IV in Leadership and Management

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

Entry Requirements

There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

Skills

- Lead and manage a team in various environments
- Promote team cohesion
- Communicate effectively within the workplace
- Demonstrate leadership through your own behaviour and high standards of conduct
- Coordinate business operational plans
- Monitor operational performance

Career Opportunities:

- Team leader
- Supervisor
- Line manager
- Leading hand
- Frontline leader



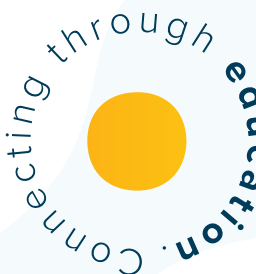
BSB40520

Certificate IV in Leadership and Management

Units of Competency

CORE	TITLE	CORE/ELECTIVE
	BSBLDR411 Demonstrate leadership in the workplace	CORE
	BSBLDR413 Lead effective workplace relationships	CORE
	BSBOPS402 Coordinate business operational plans	CORE
	BSBXCM401 Apply communication strategies in the workplace	CORE
	BSBXTW401 Lead and facilitate a team	CORE
	BSBLDR412 Communicate effectively as a workplace leader	ELECTIVE (A)
	BSBLDR521 Lead the development of diverse workforces	ELECTIVE (A)
	BSBPEF402 Develop personal work priorities	ELECTIVE (A)
	BSBWHS411 Implement and monitor WHS policies, procedures and programs	ELECTIVE (A)
	BSBOPS404 Implement customer service strategies	ELECTIVE (B)
	BSBOPS405 Organise business meetings	ELECTIVE (B)
	BSBPEF401 Manage personal health and wellbeing	ELECTIVE (B)

Note: Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



**LIVE & LEARN • STUDY
ON THE GOLD COAST**

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

**BSB50420**

Diploma of Leadership and Management

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

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🔧 Entry Requirements

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🔧 Skills

- Communicate with influence and negotiate
- Develop critical thinking in colleagues and staff
- Lead and manage effective workplace relationships
- Foster successful teamwork and independent work in an organisation
- Manage business operational plans

🔧 Career Opportunities:

- Senior manager
- Departmental manager
- Project manager
- Business manager
- Small to medium sized business owner



BSB50420

Diploma of Leadership and Management

Units of Competency

CORE	TITLE	CORE/ELECTIVE
	BSBCMM511 Communicate with influence	CORE
	BSBCRT511 Develop critical thinking in others	CORE
	BSBLDR523 Lead and manage effective workplace relationships	CORE
	BSBOPS502 Manage business operational plans	CORE
	BSBPEF502 Develop and use emotional intelligence	CORE
	BSBTWK502 Manage team effectiveness	CORE
	BSBHRM531 Coordinate health and wellness programs	ELECTIVE
	BSBSTR502 Facilitate continuous improvement	ELECTIVE
	BSBSUS511 Develop workplace policies and procedures for sustainability	ELECTIVE
	BSBTWK501 Lead diversity and inclusion	ELECTIVE
	BSBTWK503 Manage meetings	ELECTIVE
	BSBWHS521 Ensure a safe workplace for a work area	ELECTIVE

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**BSB60420**

Advanced Diploma of Leadership and Management

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

Entry Requirements

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), **or** have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Skills

- Identify and establish strategies to monitor and evaluate the performance of systems and processes
- Assign responsibilities to individuals and teams according to their abilities and operational plans
- Implement and evaluate solutions to unpredictable problems
- Facilitate ideation sessions with relevant employees and stakeholders
- Develop a workplace culture that encourages growth and success

Career Opportunities:

- Chief executive officer (CEO)
- Managing director
- Senior manager
- Executive director
- Board member or advisor
- Management consultant
- Leadership and management consultant

**BSB60420**

Advanced Diploma of Leadership and Management

Units of Competency

CORE	TITLE	CORE/ELECTIVE
BSBLDR601	Lead and manage organisational change	CORE
BSBCRT611	Apply critical thinking for complex problem solving	CORE
BSBLDR602	Provide leadership across the organisation	CORE
BSBSTR601	Manage innovation and continuous improvement	CORE
BSBOPS601	Develop and implement business plans	CORE
BSBCMM511	Communicate with influence	ELECTIVE
BSBXCM501	Lead communication in the workplace	ELECTIVE
BSBPEF501	Manage personal and professional development	ELECTIVE
BSBTEC601	Review organisational digital strategy	ELECTIVE
BSBHRM614	Contribute to strategic workplace planning	ELECTIVE

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🔗 VET Entry Requirements

All applicants enrolling into Vocational programs must meet the minimum English entry requirements of:

- IELTS Overall Band Score of 5.5 or equivalent, a recognized Upper-intermediate English certificate from another Australian College or the GCLC VET ENTRY test.
- Students who wish to commence studies in any VET course will be asked to complete a literacy and numeracy assessment.
- Students may be required to complete an English language course if their level of English is not sufficient for VET course entry.
- Entry into our Certificate IV, Diploma and Advanced Diploma courses requires a Year 12 qualification or equivalent.

All English evidence provided must be within a 2-year validity period of the commencement date.

🔗 RPL/Credit Transfer

You may be eligible for Credit Transfers if you hold the same unit(s) from another provider. To be eligible; you must present your certified qualification at enrolment stage, together with the completed 'Course Credit Form'. Once assessed, you will be notified of the outcome. Should your achieved units be equivalent, your CoE/course duration will be reduced according to the amount of time needed to complete the outstanding units.

🔗 Students

- **Laptop** is required
- **Payment Plan:** options are available
- **Microsoft Word Package:** own expenses
- **Flexible Study Options:** Online | Face-to-face | Blended delivery
- **Recognition of Prior Learning (RPL)** and credit transfer option available



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