

Career Opportunities:
Manager

How do I Enrol?

- Through your local Education Agent
- Email AGB at:
international@agb.edu.au
Visit the www.agb.edu.au for more information.

Payment Options:

If a student enrolls into a second program, AGB will waive the Application Fee and the Administration Fee for the second program, a saving of \$600 dollars 50% of the Tuition Fee and Application Fee must be paid prior to the issuing of the Confirmation of Enrolment. Two weeks prior to the commencement of the program where applicable the amenities and resources fee must be paid.

AGB Training currently offers Diploma of Leadership and Management.

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Mode of Delivery:

Classroom, Blended, Workplace

Assessment:

Methods of assessment may include:

- Knowledge Evidence
- Direct demonstration and observation
- Portfolios
- Projects
- Role plays, case studies and presentations

Pathways:

On successful completion students will have the knowledge and skills required for further training in BSB61015 Advanced Diploma of Leadership and Management or other relevant qualifications.

Course Duration: 39 weeks **Duration inclusive of Holidays:** 52 weeks

Course Fees:

Application Fee: \$100

Amenities: \$200

Administration: \$500

Resources: \$200

Tuition: \$3,800

Total Fees: \$4,800

Entry Requirements:

There are no AQF Pre Requisites for this qualification. The applicant will be required to successfully complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Review. Students are required to have a minimum Year 10 English score or for international students a minimum 5.5 International English Language Testing System (IELTS) score.

For current policy, procedures, fees and funding eligibility relating to this course please visit our website www.agb.edu.au

Packaging Rules:

To achieve this qualification, the candidate must demonstrate a competency in 12 units of competency (4 core units and 8 elective units)

Course Program

Safety

Elective BSBWHS501 Ensure a safe workplace

Manage Risk

Elective BSBRSK501 Manage risk

Planning and managing

Elective BSBFIM501 Manage budgets and financial plans
 Elective BSBMGT516 Facilitate continuous improvement
 Core BSBMGT517 Manage operational plan

Manage Customer Service

Elective BSBCUS501 Manage quality customer service

Manage workplace relationships

Core BSBLDR501 Develop and use emotional intelligence
 Core BSBLDR502 Lead and manage effective workplace relationships

Work effectively in Management

Elective BSBMGT502 Manage people performance
 Elective BSBHRM405 Support the recruitment, selection and induction of staff

Work Effectively

Elective BSBWOR501 Manage personal work priorities and professional development
 Core BSBWOR502 Lead and manage team effectiveness

RPL and Credit Transfer:

For information about Recognition of Prior Learning (RPL) and/or Credit Transfers please contact AGB Training or visit our website. <https://www.agb.edu.au/international-students/enrol>

Modes of Delivery/Training Locations

31 Barwon Terrace, South Geelong, Vic 3220
 Suite 125, St Kilda Road Towers, 1 Queens Road, Melbourne, Vic 3004

Extra - These units are above the minimum requirements for this course. They have been selected in consultation with industry to meet needs for industry.

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