

Career Opportunities:
Manager

How do I Enrol?

- Visit our Training Office
- Call to make an appointment
- attend an information and enrolment session
Visit the www.agb.edu.au for more information.

Payment Options:

Fee for Service Students

Deposit of 10% or no less than \$200 whichever is the greater is required prior to commencement of course.

Fortnightly or monthly payments must be paid as per direct debit payment schedule. Payment must be made in full eight (8) weeks prior to course completion date.

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 up to:** 52 weeks

Course Fees:

Fee for Service Admin Fee: \$3,000

Text Book Fee: \$197.90

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.

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.

<http://www.agb.edu.au/local-training-courses/recognition-of-prior-learning>

Modes of Delivery/Training Locations

31 Barwon Terrace, South Geelong, Vic 3220

Suite 125, St Kilda Road Towers, 1 Queens Road, Melbourne, Vic 3004

Flexible Online Distance Education (FODE)

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

Disclaimer: AGB Training has endeavoured to ensure that the information contained in this publication is correct at the time of printing.

This information may be subject to corrections or change without notice. AGB Training reserves the right to alter, change or discontinue programs without notice.