

## Course Information – International Students

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| <b>Qualification Code and Title</b> | BSB51918 Diploma of Leadership and Management  |
| <b>Provider</b>                     | Decode College is a registered business name of Sydney Centre for Finance Studies Pty Ltd<br>ACN 623 300 078   RTO number 45455   CRICOS number 03736B   |
| <b>Course Overview</b>              | <p>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.</p> <p>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.</p> <p>They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.</p>   |
| <b>Entry Requirements</b>           | <p>Decode College has the following entry requirements:</p> <p>International students must:</p> <ul style="list-style-type: none"> <li>• Be at least 18 years of age.</li> <li>• Have an IELTS score of 5.5 or equivalent (test results must be no more than 3 years old).</li> <li>• Have successfully completed the BSB42015 Certificate IV in Leadership and Management or any other relevant Certificate IV level qualification.</li> <li>• Participate in a course entry interview to determine suitability for the course.</li> <li>• Students who do not meet the above requirements shall be required to undertake an LLN test to assist in determining their eligibility and any additional support.</li> </ul>   |
| <b>Course Duration</b>              | <p>This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks and 12 weeks of holidays. Holidays are 2 weeks at the end of each of the first three terms of the year and 6 weeks at the end of term 4. (The 6 weeks holiday will include Christmas, New Year, and summer holidays).</p> <p>Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements.</p> <p>The timing for this course will be advised in the Letter of Offer.</p> |
| <b>Delivery mode and location</b>   | <p>This course will be delivered face-to-face in a classroom-based setting and though structured self-study, which includes the simulation of workplace-based environment.</p> <p>The course is delivered at:</p> <ul style="list-style-type: none"> <li>• Suite 1A, 34 Macmahon Street, Hurstville NSW 2220</li> </ul>  |

| Career Outcomes           | Students who complete this course may be able to seek employment in a range of business management roles.  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
|---------------------------|--|----------|--|--|-----------|--|----------|-----------|--|----------|-----------|-----------------|----------|--------|--|--|-----------|---------------------------|----------|-----------|---|----------|-----------|---|----------|--------|--|--|---------|-------------|----------|-----------|--|------|-----------|------------------------------------|------|--------|--|--|-----------|---|----------|-----------|---|------|-----------|-------------------------|------|
| Education Pathways        | Students who complete this course may wish to further their study into the BSB61015 Advanced Diploma of Leadership and Management or a range of Advanced Diploma qualifications.   |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| Course Structure          | <p>The BSB51918 Diploma of Leadership and Management requires the successful completion of four (4) core units and eight (8) elective units. Electives for this qualification have been chosen by Decode College to ensure that students achieve a broad range of skills and knowledge in business.</p> <p>Units included in this qualification are:</p> <table><tr><th colspan="3">Term 1</th></tr><tr><td>BSBWOR501</td><td>Manage personal work priorities and professional development</td><td>Elective</td></tr><tr><td>BSBSUS501</td><td>Develop workplace policy and procedures for sustainability</td><td>Elective</td></tr><tr><td>BSBADM502</td><td>Manage meetings</td><td>Elective</td></tr><tr><th colspan="3">Term 2</th></tr><tr><td>BSBHRM513</td><td>Manage workforce planning</td><td>Elective</td></tr><tr><td>BSBWHS521</td><td>Ensure a safe workplace for a work area</td><td>Elective</td></tr><tr><td>BSBMKG501</td><td>Identify and evaluate marketing opportunities</td><td>Elective</td></tr><tr><th colspan="3">Term 3</th></tr><tr><td>BSBR501</td><td>Manage risk</td><td>Elective</td></tr><tr><td>BSBLDR511</td><td>Develop and use emotional intelligence</td><td>Core</td></tr><tr><td>BSBWOR502</td><td>Lead and manage team effectiveness</td><td>Core</td></tr><tr><th colspan="3">Term 4</th></tr><tr><td>BSBHRM405</td><td>Support the recruitment, selection and induction of staff</td><td>Elective</td></tr><tr><td>BSBLDR502</td><td>Lead and manage effective workplace relationships</td><td>Core</td></tr><tr><td>BSBMGT517</td><td>Manage operational plan</td><td>Core</td></tr></table> | Term 1   |  |  | BSBWOR501 | Manage personal work priorities and professional development | Elective | BSBSUS501 | Develop workplace policy and procedures for sustainability | Elective | BSBADM502 | Manage meetings | Elective | Term 2 |  |  | BSBHRM513 | Manage workforce planning | Elective | BSBWHS521 | Ensure a safe workplace for a work area | Elective | BSBMKG501 | Identify and evaluate marketing opportunities | Elective | Term 3 |  |  | BSBR501 | Manage risk | Elective | BSBLDR511 | Develop and use emotional intelligence | Core | BSBWOR502 | Lead and manage team effectiveness | Core | Term 4 |  |  | BSBHRM405 | Support the recruitment, selection and induction of staff | Elective | BSBLDR502 | Lead and manage effective workplace relationships | Core | BSBMGT517 | Manage operational plan | Core |
| Term 1                    |  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBWOR501                 | Manage personal work priorities and professional development   | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBSUS501                 | Develop workplace policy and procedures for sustainability   | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBADM502                 | Manage meetings  | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| Term 2                    |  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBHRM513                 | Manage workforce planning  | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBWHS521                 | Ensure a safe workplace for a work area  | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBMKG501                 | Identify and evaluate marketing opportunities  | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| Term 3                    |  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBR501                   | Manage risk  | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBLDR511                 | Develop and use emotional intelligence   | Core     |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBWOR502                 | Lead and manage team effectiveness   | Core     |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| Term 4                    |  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBHRM405                 | Support the recruitment, selection and induction of staff  | Elective |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBLDR502                 | Lead and manage effective workplace relationships  | Core     |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| BSBMGT517                 | Manage operational plan  | Core     |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| Course progress           | Note that for international students satisfactory course progress is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a>  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |
| Enrolment and Orientation | Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students will need to read all provided information as it will provide all necessary information about the  |          |  |  |           |  |          |           |  |          |           |                 |          |        |  |  |           |                           |          |           |   |          |           |   |          |        |  |  |         |             |          |           |  |      |           |                                    |      |        |  |  |           |   |          |           |   |      |           |                         |      |

|  | <p>course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.</p> <p>The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, course progress requirements.</p> <p>This course outline should be read in conjunction with Sydney Centre for Finance Studies Pty Ltd trading as Decode College Student Handbook. This can be found online at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a></p>   |  |               |           |  |  |  |   |  |  |
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| Additional Support                                     | <p>All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:</p> <ul style="list-style-type: none"><li>• Academic and personal support.</li><li>• Referral to external support services.</li></ul>  |  |               |           |  |  |  |   |  |  |
| Training Arrangements                                  | <p>Students are required to attend classes for 14 hours a week (2 days) and complete 6 hours of structured self-study per week in addition to homework and assignment/assessment preparation. Timetable information will be provided in the student's Letter of Offer and Student Agreement.</p>   |  |               |           |  |  |  |   |  |  |
| Assessment Arrangements                                | <p>Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:</p> <ul style="list-style-type: none"><li>• Projects</li><li>• Presentations</li><li>• Report writing</li><li>• Observations</li><li>• Questioning (oral or written)</li></ul> <p>At the beginning of each unit, trainers will outline the assessment tasks that must be completed.</p>  |  |               |           |  |  |  |   |  |  |
| Course Costs:  | <p>The costs for this course are as follows:</p> <p><b>Enrolment fee:</b> \$200 (non-refundable to be paid on application)</p> <p><b>Materials fee:</b> \$300 (non-refundable and calculated at \$75 per term)</p> <p><b>Course fees:</b> \$10,000</p> <p><b>Non-Tuition fees:</b> May apply and can be found at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a></p> <p>A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks which are to be purchased at the student's own cost. Non-payment of course fees may result in cancellation of enrolment.</p> <table><tr><th>Name of Publication</th><th>Approx. Price</th><th>Publisher</th></tr><tr><td>Management Theory and Practice, 6th Edition, Kris Cole</td><td>Please check online to confirm latest price.</td><td>Cengage Learning<br/><a href="http://www.cengage.com.au">www.cengage.com.au</a></td></tr><tr><td>Marketing Principles 2nd Edition, William Pride</td><td>Please check online to confirm latest price.</td><td>Cengage Learning<br/><a href="http://www.cengage.com.au">www.cengage.com.au</a></td></tr></table> <p>These textbooks may be purchased by students through Cengage Learning or any other bookshops or online providers that offer these publications.</p> <p>Students must also supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint &amp; Publisher, as well as MYOB.</p> <p>International students are also required to take out Overseas Health Insurance Cover before</p> | Name of Publication  | Approx. Price | Publisher | Management Theory and Practice, 6th Edition, Kris Cole | Please check online to confirm latest price. | Cengage Learning<br><a href="http://www.cengage.com.au">www.cengage.com.au</a> | Marketing Principles 2nd Edition, William Pride | Please check online to confirm latest price. | Cengage Learning<br><a href="http://www.cengage.com.au">www.cengage.com.au</a> |
| Name of Publication                                    | Approx. Price  | Publisher  |               |           |  |  |  |   |  |  |
| Management Theory and Practice, 6th Edition, Kris Cole | Please check online to confirm latest price.   | Cengage Learning<br><a href="http://www.cengage.com.au">www.cengage.com.au</a> |               |           |  |  |  |   |  |  |
| Marketing Principles 2nd Edition, William Pride        | Please check online to confirm latest price.   | Cengage Learning<br><a href="http://www.cengage.com.au">www.cengage.com.au</a> |               |           |  |  |  |   |  |  |

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|   | <p>arriving in Australia. Decode College provides details of OSHC providers in the International Student Handbook.</p> <p>Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at <a href="https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs">https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs</a>.</p>   |
| <b>Course Credit</b>                      | <p>Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at <a href="http://www.decode.nsw.edu.au">www.decode.nsw.edu.au</a>.</p> <p>For international students, the granting of course credit may affect course fees as well as the duration of the course.</p> <p>The result of an application for credit and any changes to fees or course duration will be advised to students in writing.</p> <p>If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration.</p> <p>For any questions about course credit, contact us at the details shown below.</p> |
| <b>Selection and enrolment procedures</b> | <p>To enrol for this course an enrolment form must be completed. Enrolment forms can be downloaded from our website or alternatively emailed or posted to students upon request. The enrolment form should be completed and then sent to us along with all of the required documentation.</p> <p>For more information about our selection and enrolment processes, contact us at the details shown below.</p>  |
| <b>Contact Details</b>                    | <p>Call our office on (02) 9121 6281 or email us at <a href="mailto:info@decode.nsw.edu.au">info@decode.nsw.edu.au</a>.</p>  |