



Leadership and management are crucial to a successful business

#### **COURSE DESCRIPTION**

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.

#### **PREREQUISITES AND ENTRY REQUIREMENTS**

There are no formal entry requirements, however, it is preferred that participants have some experience in administration or business environments.

#### **COURSE DELIVERY**

Gold Training delivers flexible training with instructor's who have extensive industry experience. Gold Training offer this qualification:

- online over a 12 month time frame
- face to face

#### **VOCATIONAL OUTCOMES**

This qualification reflects the responsibilities of an employee in an administration or business environment. Participants will obtain valuable insights and experience including:

- manage meetings and customer service
- workforce planning and management
- communication
- workplace culture and relations
- leadership
- risk management

#### **COURSE HIGHLIGHTS**

This qualification also provides a pathway for further study and you may be eligible to apply for up to a full year of credit towards a relevant university business degree.

#### **POTENTIAL EMPLOYMENT OUTCOMES**

- business manager
- human resources manager
- sales team leader
- executive director
- supervisor or team leader
- various management roles

#### **COURSE UNITS**

BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBHRM405	Support the recruitment, selection and induction of staff
BSBCUS501	Manage quality customer service
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBWOR502	Lead and manage team effectiveness
BSBRISK501	Manage risk
BSBFIM501	Manage budgets and financial plans
BSBHRM513	Manage workforce planning

\*units are subject to change

**For enquiries about this course please call 1300 885 121  
or email [gt.studentadmin@goldtraining.edu.au](mailto:gt.studentadmin@goldtraining.edu.au)**

## COURSE FEES

Course fees may vary depending on the units you are enrolled in so an approximate amount has been shown based on Gold Training's standard unit selection. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

- online - \$3,500.00
- face to face - price on application

Course fees are made up of two components: tuition fees and resource fees. Tuition fees are determined by multiplying the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction. Resource fees are charges for material that are essential to a course or unit, and are purchased by Gold Training to be used by students during the course.

## RECOGNITION OF PRIOR LEARNING (RPL)

Gold Training recognises that you may have skills or knowledge from previous learning or work experience, you may be eligible to apply for Recognition of Prior Learning and/or Credit Transfer towards partial completion of this qualification.

## UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, participants undertaking nationally recognised training require a USI before they can receive their training records and results. Once a USI is created participants will continue to use their USI for any future nationally recognised training they undertake.

Your USI links to an online account that contains all of your training records and results that you have completed after 1 January 2015.

If you would like to create your own USI prior to commencing training with Gold Training please visit [www.usi.gov.au](http://www.usi.gov.au). Alternatively, with your permission (which can be provided when completing your enrolment form) Gold Training will create your USI number on your behalf.

## STUDENT HANDBOOK

View the [Gold Training Student Handbook](#) for more information about course fees, the appeals and complaints process, and training with us.

## HOW TO APPLY

Please complete the Gold Training enrolment form including collating your supporting documents and forward to [gt.studentadmin@goldtraining.edu.au](mailto:gt.studentadmin@goldtraining.edu.au).

The Gold Training enrolment form is available our [website](#).

