

## Why Should I Enrol?

People who are seeking to train in Australia. Successful applicants must be eligible to receive a Student Visa from the Australian Department of Home Affairs. Normally, a Subclass 500 Visa. The course is structured and scheduled to suit overseas students.

Target students of this qualification reflect the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.



## BSB50420 | Diploma of Leadership and Management

### Are you suited?

Target students will 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. Target students may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

#### Job titles for graduates may include:

- Operations Manager
- Administration Manager
- Human Resources Supervisor
- Strategist
- Team Leader
- Sales Team Coordinator

It is expected that classes will take place at the Brisbane City training facility. Class size is limited to 15 Students to one (1) trainer and assessor. Students must be over 18 years of age.

Successful graduates will receive a BSB50420 Diploma of Leadership and Management.

#### IMPORTANT:

**Students should consider this training program to be twelve (12) months of study, research, training and assessment. Students must be prepared to engage with Australia International College of Business & Technology for 12 months and be willing to contribute their own time, effort and resources and be genuinely committed to working toward a satisfactory outcome.**

# Course Details

## Student Selection

Enrolment and admission into some Australia International College of Business & Technology training programs are subject to meeting certain entry requirements. Specific details of the entry requirements pertaining to these training programs are contained in individual course documentation and are made available prior to enrolment.

Enrolment applications will then be assessed to ensure that you meet any entry requirements that have been set for the selected course. You will be informed of successful enrolment and sent information on the course and their course induction. If you do not meet the requirements for the selected course, you will be notified of your unsuccessful enrolment and invited to contact the Australia International College of Business & Technology to discuss your training needs and alternative opportunities.

In consideration of training with the Australia International College of Business & Technology be sure you read and understand our Student Handbook. Key points must be met to ensure your successful enrolment:

- Visa status and Visa eligibility
- English proficiency
- Previous study and work situation
- Letter of Offer
- Financial viability
- Confirmation of Enrolment
- Overseas health cover

## Language, Literacy, and Numeracy (LLN)

Enrolment requires English proficiency equivalent to International English Language Testing System (IELTS) band 6.0 or higher. Our courses include written materials and numerical calculations, so this ensures all students have the necessary language skills to succeed.

## Course Entry Interview Form

The Education Agent will work with the potential student to complete this form. The intention is to confirm the potential student is suited to enrol in this training program. Secondly, and most importantly the interview will confirm the person's desire to live, work and train in Australia.

## COVID-19 Restrictions

It is the student's responsibility to ensure that they comply with local and Australian COVID-19 restrictions and eligibility requirements to travel.

Once a student expresses their interest with an education agent or with Australia International College of Business & Technology, they will be added to our list of potential students who will be promptly updated and kept informed on the current situation.

We strongly recommend that all students are fully vaccinated against Covid-19.

## Workplace

Australia International College of Business & Technology does not train or assess in the workplace.

Students may source up to 20 hours of work per week. Where this work is relevant to their studies they will engage with and learn from other professionals and experience real world activities.

## Program of study

The program is delivered over a period of twelve (12) months.

Specifically, 42 weeks of training, study and assessment, and 10 weeks of breaks and holiday.

Day 1 (each week)  
4 hours training  
4 hours assessment

- Role plays
- Projects
- Case Studies
- Reports

Day 2 (each week)  
8 hours training

Day 3 (each week)  
3.5 hours assessment

\*Each day commencing at 9:00 am and finishing at 4:00 pm,  
except for Half day starting at 9:00 am and finishing at 12:30 pm

## Assessment – Self Paced

Project Assessment: Four (4) hours per week. The student will complete a practical project in their own time

## Self-Paced Study

Ten (10) hours per week

- Review and study material delivered in class
- Answer review questions in the learner guide (formative assessment)

Students are directed to take part in self-paced study across the duration of the training program. When enrolment is confirmed, students are provided with access to a repository of learner resources.

The student is provided with specific, documented support across their self-paced study:

- Student Study Schedule that includes:
  - A month-by-month study program
  - Training schedule
  - Schedule for students to complete work in their own time
  - Scheduled study, research and completion of assessments
  - Indicative deadlines

## Student Support

Two (2) hours per week – Support provided by the trainer and assessor to monitor the Student's progress. Australia International College of Business & Technology trainers and assessors will proactively engage with students across the duration of the training program. The Australia International College of Business & Technology trainers and assessors will use a range of media including:

- Email
- Phone call
- Text message
- Social media

Pro-active engagement with the student driven by the Australia International College of Business & Technology trainer will include:

- Current events related to business practice
- Current events that impact society and business professionals
- New innovations relevant to business managers in the workplace
- Cultural and social information relevant to the business sector

Students are provided with

- Learning Resources.
- Handouts, notes, references
- Student Study Schedule

Students must provide:

- Laptop computer
- MS Office or equivalent
- Software and hardware to access wi-fi and the internet

## Location

Australia International College of Business & Technology has a purpose-built theory training facility located at: Level 2, 243 Edward Street, QLD 4000

## Your Australia International College of Business & Technology Trainer

Each of our trainers is an industry professional with formal academic qualifications backed by 'hands on' industry experience. Australia International College of Business & Technology sets the highest standards for training delivery, presentation, and assessment. You'll enjoy learning from the best.

## What will I Study?

An Australia Nationally recognised qualification.

|           |                                                              |
|-----------|--------------------------------------------------------------|
| BSBCMM511 | Communicate with influence                                   |
| BSBSUS511 | Develop critical thinking in others                          |
| BSBLDR523 | Lead and manage effective workplace relationships            |
| BSBOPS502 | Manage business operational plans                            |
| BSBPEF502 | Develop and use emotional intelligence                       |
| BSBTWK502 | Manage team effectiveness                                    |
| BSBOPS504 | Manage business risk                                         |
| BSBPEF501 | Manage personal work priorities and professional development |
| BSBSUS511 | Develop workforce policy and procedures for sustainability   |
| BSBWH521  | Ensure a safe workplace for a work area                      |
| BSBTWK503 | Manage meetings                                              |
| BSBXC501  | Lead communication in the workplace                          |

### Tuition Fee

AUD \$12,000

### Enrolment fee

AUD \$550

### Re-submit Fee

AUD\$200

### Duration

12 months

### Withdrawal Fee

AUD\$200

### Re-assessment fee

AUD\$400

### Refund administration fee

Nil

### Re-issue student card

AUD \$50

### Produce partial completion statement of attainment

AUD \$150



— AUSTRALIA —<sup>®</sup>  
INTERNATIONAL COLLEGE  
OF  
BUSINESS & TECHNOLOGY  
Est 1995

**Email:**

[study@aicbt.edu.au](mailto:study@aicbt.edu.au)

**Phone:**

+61 (0)7 2111 3000  
+62 877 2220 7707 (AICBT ID)  
+61 (0)4 0579 8000 (AICBT AU)

**Address:**

Level 2,  
243 Edward Street,  
Brisbane, QLD 4000, Australia

AICBT | RTO: 30129 | CRICOS PROVIDER: 04053K

AICBT | Copyright 2025 - All Rights Reserved