

BSB40520

Certificate IV in Leadership and Management



AUSTRALIAN
PACIFIC COLLEGE

Equip yourself with the knowledge and skill set to lead and support your team towards successful outcomes and improve your core communication skills while fine-tuning effective workplace relationships.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Gold Coast, Melbourne, Sydney CBD, Bondi and Manly.

DELIVERY

Face-to-face, online¹ and blended²



Enhance

your critical thinking



Unlock

your leadership potential



Learn

practical, transferable skills



Increase

your influence and drive impact

INTAKE DATES

Start date	Extra intake	Start date	Extra intake
30 Jan 23	27 Feb 23	24 Apr 23	22 May 23
17 July 23	14 Aug 23	9 Oct 23	6 Nov 23
29 Jan 24	26 Feb 24	22 Apr 24	20 May 24



1. Up to one-third delivered online for student visa holders

2. Blended option available to domestic students only

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 11 or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

PATHWAYS

Students who successfully complete the Certificate IV in Leadership and Management may continue onto the Diploma of Leadership and Management or other Diploma courses at Australian Pacific College (subject to meeting any specific entry requirements), and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

The Certificate IV in Leadership and Management qualification prepares students for team leadership and management roles in a wide range of organisational and industry contexts. Typically they would report to a manager. At this level managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

Note:

- Course and campus availability subject to demand.
- One term is 9 weeks of study.
- For a free assessment of your current English level, please go to apc.edu.au/applications/#entry-tests
- For more info about our University pathways, visit apc.edu.au/courses/#university-pathways

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

COURSE FEES

\$6,000

Application fee: \$150 for overseas students

HOW TO PAY

Direct debit or credit card before the start date.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Coordinator
Leading Hand
Supervisor
Team Leader

11 SUBJECTS

Team Leadership 1

Team Leadership 2

Risk Management 1

Workplace Operations

Effective Leadership

Leadership Communication

Workplace Diversity

Workplace Leadership

Innovation 1

Continuous Improvement

Effective Workplace Communication

BSB50420

Diploma of Leadership and Management



AUSTRALIAN
PACIFIC COLLEGE

Get entrepreneurial skills employers want and come away with the confidence and competence to provide effective strategic leadership in a variety of industries.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Gold Coast, Melbourne,
Sydney CBD, Bondi and Manly.

DELIVERY

Face-to-face, online¹ and blended²



Enhance

your critical thinking



Unlock

your leadership potential



Learn

practical, transferable skills



Increase

your influence and
drive impact

INTAKE DATES

Start date	Extra intake	Start date	Extra intake
30 Jan 23	27 Feb 23	24 Apr 23	22 May 23
17 July 23	14 Aug 23	9 Oct 23	6 Nov 23
29 Jan 24	26 Feb 24	22 Apr 24	20 May 24



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 11 or equivalent, or Certificate IV in a related field or two years equivalent "full-time relevant workplace experience in an operational or supervisory role in an enterprise".

ENGLISH LANGUAGE PROFICIENCY

Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Domestic VSL - eligible students¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Diploma of Leadership and Management may continue onto the Advanced Diploma of Leadership and Management or other Diploma or Advanced Diploma Courses at Australian Pacific College (subject to meeting any specific entry requirements), and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

The Diploma of Leadership and Management provides knowledge and skills to work in leadership and management roles across a range of enterprise and industry contexts. It assists them to develop initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. It also develops communication skills to support individuals and teams to meet organisational or enterprise requirements and strategies to plan, design, apply and evaluate solutions to unpredictable problems and to identify, analyse and synthesise information from a variety of sources.

COURSE FEES

\$6,000

Application fee: \$150
for overseas students

HOW TO PAY

Direct debit or credit card
before start date.

VET Student Loans available
for eligible domestic students.¹

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Frontline Managers
Middle Managers
Supervisors
Business Operators

11 SUBJECTS

Communicate with Influence

Critical Thinking Development

Effective Workplace Relationships

Operational Planning

Emotional Intelligence

Financial Management 1

Risk Management 2

Manage Quality Customer Service

Advanced Management of WHS

Project Work

Recruitment and Onboarding

Note: 1. For domestic students there are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training. 1800 020 108 | VETStudentLoans@dese.gov.au | <https://www.dese.gov.au/vet-student-loans>

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

APC.EDU.AU | INFO@APC.EDU.AU

BSB60420



AUSTRALIAN
PACIFIC COLLEGE

Advanced Diploma of Leadership and Management

Learn advanced contemporary management concepts to get you confident to take on the business world. Become an outstanding leader that employees want to follow and lead your company to success.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

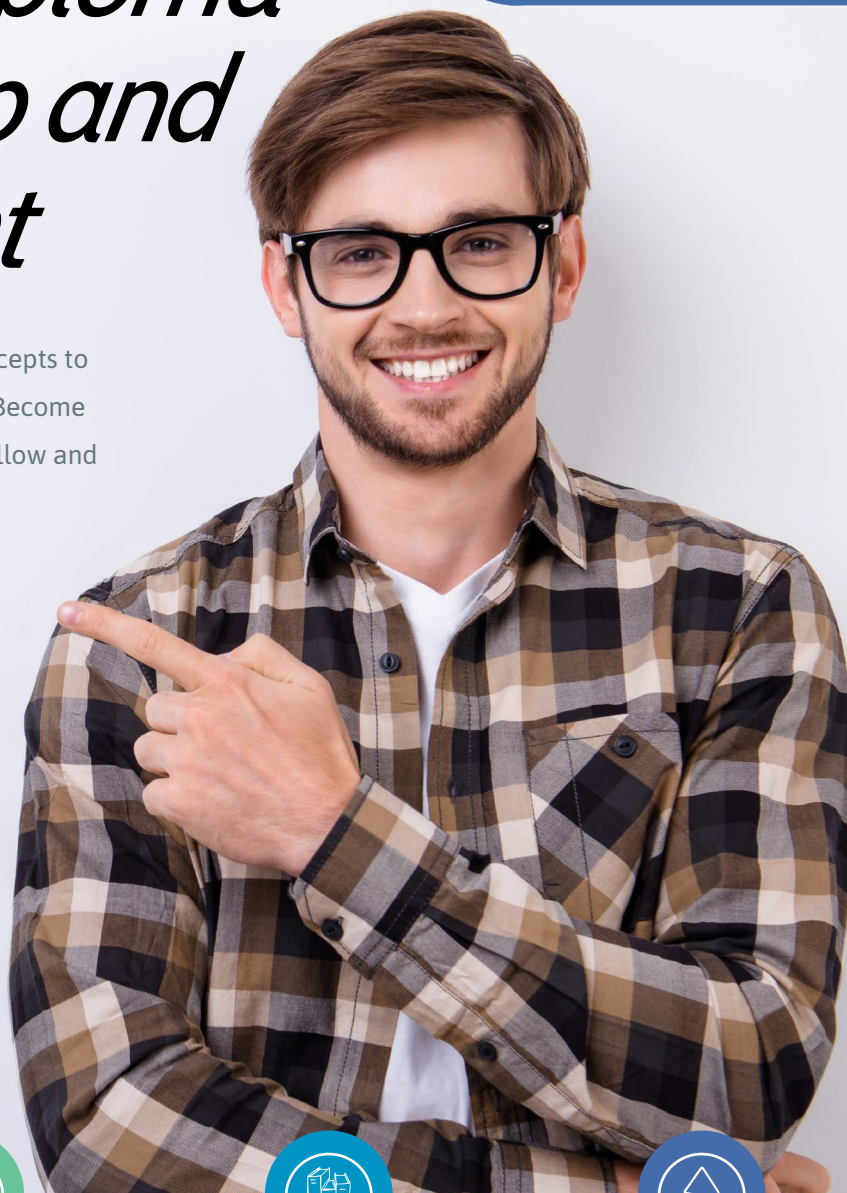
Part-time option only available for domestic students.

CAMPUS

Brisbane, Gold Coast, Melbourne, Sydney CBD, Bondi and Manly.

DELIVERY

Face-to-face, online¹ and blended²



Enhance

your critical thinking



Unlock

your leadership potential



Learn

practical, transferable skills



Increase

your influence and drive impact

INTAKE DATES

Start date	Extra intake	Start date	Extra intake
30 Jan 23	27 Feb 23	24 Apr 23	22 May 23
17 July 23	14 Aug 23	9 Oct 23	6 Nov 23
29 Jan 24	26 Feb 24	22 Apr 24	20 May 24



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have "two years equivalent full-time relevant workplace experience in an operational or supervisory role in an enterprise."

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Upper Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Domestic VSL - eligible students¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Advanced Diploma of Leadership and Management may be able to continue onto the Graduate Diploma of Management (Learning) at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways, or may be able to continue directly to one of our partner universities through our articulation pathways.

COURSE OVERVIEW & STRUCTURE

This qualification is suitable for students who may be interested in gaining employment in a high level management role or who wish to pursue university level studies in the management field.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

COURSE FEES

\$6,000

Application fee: \$150
for overseas students

HOW TO PAY

Direct debit or credit card
before start date.

VET Student Loans available
for eligible domestic students.¹

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Area Manager
Department Manager
Regional Manager

10 SUBJECTS

Complex Problem Solving

Management of Change

Organisational Leadership

Business Planning

Continuous Improvement and Innovation

Strategic Planning

Workforce Planning

Diversity and Inclusion

Corporate Social Responsibility

Alliances

Note: 1. For domestic students there are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training.
1800 020 108 | VETStudentLoans@dese.gov.au | <https://www.dese.gov.au/vet-student-loans>

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

APC.EDU.AU | INFO@APC.EDU.AU