



# OZFORD

Pathway to a Successful Career

## COURSE OUTLINE

www.ozford.edu.au

VOCATIONAL  
EDUCATION  
AND  
TRAINING



LEADERSHIP AND MANAGEMENT

## Course description

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

Having senior or managerial responsibilities, as an Executive Manager you would oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

## Course duration

2 semesters (36 tuition weeks) after completion of Diploma of Leadership and Management, Diploma of Business or other relevant qualification.

## Intake dates and course Fee

2018: 19 Feb, 07 May, 23 July, 08 Oct

2019: 18 Feb, 06 May, 22 July, 07 Oct

Please refer to the website for course fee.

## Mode of delivery

Face to Face/ on campus

## Job pathways

Executive Manager or Director

Senior Executive

Human Resources Manager

General Manager

Medical Reception Manager

Health Administration

Admin Supervisor in a health care setting

Medical Records Manager

Project manager

Project director

Project designer

Project tenderer

Sales Manager

General Manager

Customer Manager

Operations Manager

## Employment organisations

Hospitals

Medical practices

Nursing homes

Community health

Construction companies

Banking sector

Corporations

Small business

Real Estate

Retail

Utilities provider

Call Centre

## Entry requirements

There are no formal entry requirements for this qualification but it is preferred that candidates entering this qualification have substantial vocational experience, in management but without a formal qualification, or have undertaken some previous business/management related studies.

International students entering this qualification must have an English Language proficiency level of one of the below:

- IELTS band score of 5.5 or an equivalent internationally recognised exam result in line with Department of Home Affairs regulations ([www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements](http://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements))

or

- IELTS band score of 5.0 then satisfactory completion of an Upper Intermediate ELICOS or EAL or EAP program up to 20 weeks

or

- Completion of at least upper intermediate ELICOS from a NEAS quality-endorsed centre ([www.neas.org.au/studentsagents](http://www.neas.org.au/studentsagents)) or a member college of English Australia ([www.englishaustralia.com.au/](http://www.englishaustralia.com.au/))

or

- studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States

or

- within two years of your application date have successfully completed in Australia
  - a foundation course
  - a Senior Secondary Certificate of Education or
  - a substantial part of a Certificate IV or higher level qualification, from the Australian Qualifications Framework.

Oxford also offers all students the opportunity to undertake a pre-entry English Proficiency Test (EPT) as part of the student enrolment process. Students can choose to undertake the English Proficiency Test (EPT) to confirm their level of English proficiency. Other students will be encouraged to undertake the English Proficiency Test (EPT) if for any reason there is doubt or concern about their English language Proficiency. Those students who

gain less than 70% at the English Proficiency Test (EPT) will be required to undertake an ELICOS or EAL program up to 20 weeks at upper intermediate level.

Recognition of Prior Learning provides students an opportunity to have their current skills and competencies recognised. Applicants wishing to have Recognition of Prior learning should complete the relevant RPL application form available from student administration.

## Qualification outline

To achieve an Advanced Diploma of Leadership and Management, 12 units must be completed:

- 4 core units plus
- 8 elective units

Unit Codes	Unit Names
<b>Core</b>	
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
<b>Elective Stream 1 (All Students) (Subject to change)</b>	
BSBDIV601	Develop and implement diversity policy
BSBMGT621	Design and manage the enterprise quality management system
BSBMGT622	Manage resources
BSBRS601	Define record keeping framework

\*Elective units are subject to change. (Students choose a 1 major stream)

### **Medical Admin**

- HLTWHS006 Manage personal stressors in the work environment
- HLTENN034 Contribute to the improvement of clinical practice
- BSBWHS605 Develop, implement and maintain WHS management system
- BSBMGT623 Monitor corporate governance activities

### **Project Management**

- BSBCOM603 Plan and establish compliance management systems
- BSBMGT619 Identify and implement business innovation
- BSBMGT624 Develop and implement corporate social responsibility
- PSPGOV602B Establish and maintain strategic networks

### **Sales**

- BSBCUE601 Optimise customer engagement operations
- BSBCUE604 Develop and maintain a service level strategy
- BSBCUE605 Develop and maintain customer engagement marketing strategy
- BSBCUE607 Manage customer engagement centre staffing

## Assessment

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customisation to address specific needs and learning situations; assessment methods may include:

- Projects
- Presentation of portfolios
- Role plays and oral questioning
- Observation of group discussion and class participation
- Tests and written assignments.

Candidates will undertake informal assessment on an ongoing basis. This assessment will be used by the trainer to monitor candidate progress and to provide appropriate feedback. The informal assessments do not contribute to the results achieved by a learner. Learners should be aware that all competency based tasks must be completed by the submission due date.

## Requirements to receive the qualification

To receive a qualification, students are required to successfully complete all units of competence for the qualification level.

## Resources and equipment

Ozford has facilities and systems that include modern general purpose rooms & computer labs with Internet access and printers, multi-function photocopiers and wireless internet access.




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## Oxford College of Business

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