



OZFORD

Pathway to a Successful Career

COURSE OUTLINE

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VOCATIONAL
EDUCATION
AND
TRAINING



LEADERSHIP AND MANAGEMENT

Course description

This qualification reflects the role of employees 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.

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

Working in a business that could be in any type of industry or service area as a Business Manager you would lead teams and manage and run the business.

Course duration

2 semesters (36 tuition weeks)

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

Business Manager
Sales Team Manager
Human Resources Manager
Senior operational or team leading role in the health industry
Medical Receptionist
Practice Manager
Health Administration Team Member
Program or project supervisor

Project administrator
Project design assistant
Project reviewer
Sales supervisor
Team leader
Market researcher
Sales administrator

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 entry requirements.

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)
- 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) or a member college of English Australia (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 a Diploma of Leadership & Management, 12 units must be completed:

- 4 core units
- 8 elective units

Unit Codes	Unit Names
Core Stream (All Students)	
BSBLDR501	Develop and use emotional intelligence
BSBMGT517	Manage operational plan
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
Elective Stream 1 (All Students) (Subject to change)	
BSBWHS501	Ensure a safe workplace
BSBMGT502	Manage people performance
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development

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

Medical Admin

BSBMED301 Interpret and apply medical terminology appropriately
 CHCPRP005 Engage with health professionals and the health system
 HLTINF003 - Implement and monitor infection prevention and control policies and procedures
 BSBCUS501 Manage quality customer service

Project Management

BSBPMG522 Undertake project work
 BSBHRM513 Manage workplace planning
 BSBMGT518 Develop organisation policy
 BSBMGT521 Plan, implement and review a quality assurance program

Sales

BSBSLS502 Lead and manage a sales team
 BSBSLS501 Develop a sales plan
 BSBMKG507 Interpret market trends and developments
 BSBMGT516 Facilitate continuous improvement

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. Students will undertake both progressive and summative assessments, which may include:

- Observation of ongoing activities
- Written assignments
- Presentations and oral assessment
- Role plays
- Observation of group discussion
- Tests

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

Oxford has facilities and systems that include modern general purpose rooms & computer labs with Internet access and printers, Multi-functional photocopiers and wireless internet access.



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Oxford College of Business

CRICOS No. 02573B RTO No. 21442

 310 King Street,
Melbourne, VIC 3000 Australia

 +613 8663 7188

 info@ozford.edu.au

 www.ozford.edu.au



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