

**BERKELEY**  
BUSINESS INSTITUTE



Berkeley Business Institute Course Guide

# LEADERSHIP & MANAGEMENT

[www.berkeley.edu.au](http://www.berkeley.edu.au)

BSB40520 &amp; BSB50420 &amp; BSB60420

# LEADERSHIP AND MANAGEMENT



## WHY STUDY MANAGEMENT?

The words 'leaders' and 'managers' are often used in the business world and are sometimes used interchangeably as well. Many consider leadership and management as mutually exclusive while others claim that there are many common qualities required in both the domains. The leader vs manager debate, therefore, has takers for both sides.

Leadership development programmes are crucial to the long-term success of every organisation. Whether you believe leaders are born or made, in order to build a high-performing team, optimise your people's expertise and prepare the next generation of well-rounded leaders, you have to invest in leadership development

## GAIN THE KNOWLEDGE AND SKILLS

- ✔ Become a more effective team manager and leader
- ✔ Get results and increase satisfaction through performance management
- ✔ Increase workplace productivity at an operational level
- ✔ Manage risk, budgeting and finance
- ✔ Communicate with influence
- ✔ Continuous improvement of business practice and performance
- ✔ Facilitate change management
- ✔ Develop and apply strategies to improve business performance.

## MEDIAN YEARLY EARNINGS

Operations Managers	\$87,000
Chief Executive Officer	\$157,000
Retail store Manager	\$55,000
Chief Operating Officer	\$161,000
Warehouse Supervisor	\$61,000



### Work in-and-through organisations

Your career will surely involve working in organisations, regardless of your chosen career path. As a Manager or Leader or indeed in any job – your effectiveness at work depends on your understanding of the organisation that you work in, and how to get things done through it.



### Improve managerial skills and abilities

Develop a sense of responsibility for active participation in making improvements. As you develop the talents and abilities in management, strengthen your needs of improving performance.



### Effectively manage change

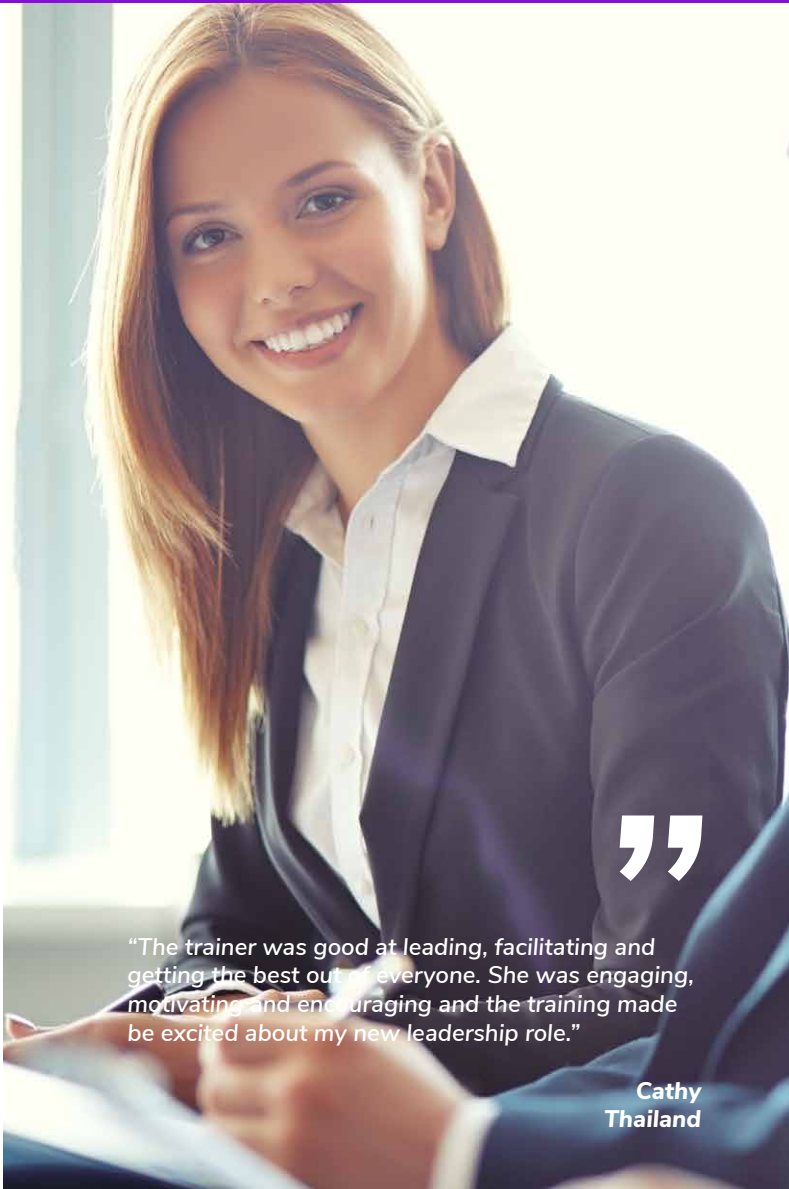
Leadership development helps companies navigate challenging times by increasing people's ability to respond rapidly in unpredictable business environments. Effective leadership is essential during critical times such as drastic change, workforce reductions, corporate restructuring, political upheaval and new competition.



### Be a manager or manage your own business

If you become a manager, your role will be to direct, lead, plan, manage, encourage, cajole, coach and organise all activity within the organisation. Or maybe you'd prefer to be your own boss – self-employed, an entrepreneur, or the head of your own company?

## LEARN THE SKILLS TO BE A CONFIDENT AND INSPIRING LEADER

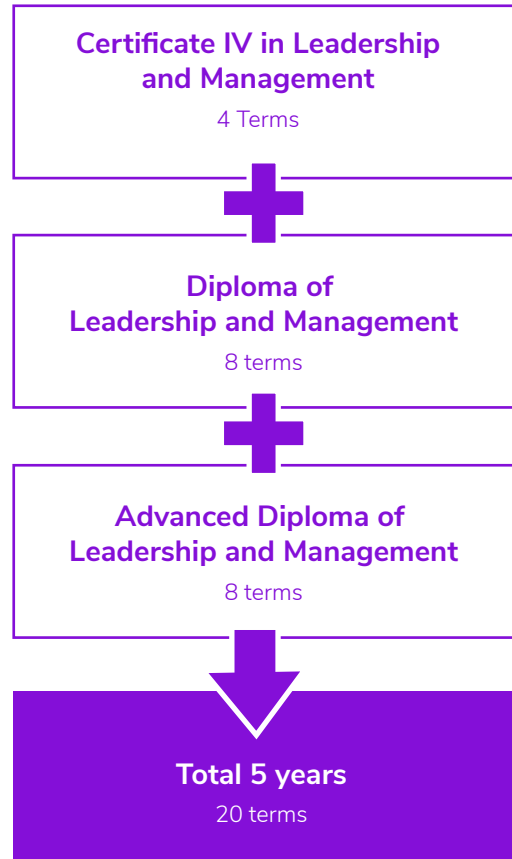


”

“The trainer was good at leading, facilitating and getting the best out of everyone. She was engaging, motivating and encouraging and the training made me excited about my new leadership role.”

Cathy  
Thailand

## COURSE PATHWAYS



## FLEXIBLE ONLINE STUDY

Our online study option is available to all domestic and overseas students. This study mode is best for students who prefer a flexible schedule that matches their daily routine and to study at their own pace.

Students who enrol in our courses will have access to Berkeley Business Institute's learning resources through our online platform 'E-learning'. Studying the theory component of our course online will not change the learning outcomes required by the courses.

## UNIVERSITY ARTICULATION PATHWAYS



E-learning Access

<https://elearning.berkeley.edu.au/login/index.php>

Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYnryIM0Uw&t=1s>



### WHAT CAN YOU DO ON E-LEARNING:

- ✓ On-line study and attendance
- ✓ Download study materials
- ✓ Download online study guide
- ✓ Download assessments
- ✓ Assessment submission
- ✓ Weekly online activities



CRICOS CODE 103976J | BSB40520

# CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40520, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Coordinator (Business Operations)
- ✓ Warehouse Team Leader
- ✓ Distribution Centre Supervisor
- ✓ Supervisor
- ✓ Line Manager
- ✓ Leading Hand
- ✓ Production Supervisor
- ✓ Sales Team Manager
- ✓ Team Leader
- ✓ Frontline Sales Manager
- ✓ Freight Administrative Supervisor

## QUALIFICATION STRUCTURE

BSBLDR411	Demonstrate leadership in the workplace
BBLDR413	Lead effective workplace relationships
BSBOPS402	Coordinate business operational plans
BSBXCM401	Apply communication strategies in the workplace
BSBXTW401	Lead and facilitate a team
BSBLDR414	Lead team effectiveness
BSBSTR401	Promote innovation in team environments
BSBOPS403	Apply business risk management processes
BSBWRT411	Write complex documents
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBLDR412	Communicate effectively as a workplace leader

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.



CRICOS CODE 104252D | BSB50420

# DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals 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.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required

to have an English ability at the IELTS 6.0 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50420, a person could seek employment opportunities in various business and commercial enterprises as:

- ✔ Transport Manager
- ✔ Distribution Centre Manager
- ✔ Information Services Manager
- ✔ Corporate Services Manager
- ✔ Public Sector Manager
- ✔ Senior Manager (Public Sector)
- ✔ Office Manager
- ✔ Legal Practice Manager
- ✔ Operations Manager
- ✔ Warehouse Manager
- ✔ Business Development Manager
- ✔ Production Manager
- ✔ Business Manager

## QUALIFICATION STRUCTURE

BSBCMM511	Communicate with influence
BSBCRT511	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
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBFIN501	Manage budgets and financial plans
BSBSTR502	Facilitate continuous improvement

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.



CRICOS CODE 105035E | BSB60420

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

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.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives to respond to complex problems.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
104 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

It is recommended that individuals should:

- be 18 years or older; and
- have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60420, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Managing Director
- ✓ Manager
- ✓ Department Manager
- ✓ Chief Executive Officer
- ✓ Quarry Business Manager
- ✓ Area Manager
- ✓ Business Analyst
- ✓ Business Development Director
- ✓ Senior Executive
- ✓ Executive Director

## QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBST601	Manage innovation and continuous improvement
BSBST602	Develop organisational strategies
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBHRM614	Contribute to strategic workforce planning
BSBAUD601	Establish and manage compliance management systems
BSBWH605	Develop, implement and maintain WHS management systems

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a higher Education or a range of other Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.

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JOIN  
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### Flexible study options

33% of the courses are delivered online that gives you flexibility at your suitable time



### Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



### Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



### Teaching quality

All the students are satisfied with the teaching they have received



### Campus futures

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.



### Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

## ORIENTATION AND ENROLMENT

Orientation is usually held on the Thursday prior to the course commences dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At orientation, students will get to meet our friendly staff, have a tour of the campus, receive their timetable, their student ID card and have a chance to ask any questions about the course and living in Australia. Students will be provided with the information they need to know about BBI and links to all the forms they will need whilst studying with us.



## STUDENT SUPPORT

To assist you while studying at BBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.





## START YOUR STUDY JOURNEY WITH US

### STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at [www.berkeley.edu.au](http://www.berkeley.edu.au)

### STEP 2: COMPLETE ENROLLMENT FORM

Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form 

Student Handbook 

### STEP 3: STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- Certified copies of passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant)

### STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :  
Berkeley Business Institute  
Suite 2, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA  
OR email to : [info@berkeley.edu.au](mailto:info@berkeley.edu.au)

### STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment(eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

## YOUR SAFETY IS OUR FIRST PRIORITY

Our campus is registered as a COVID safe business. Our students' and staff safety is our highest priority. In light of the COVID 19 pandemic, Berkeley Business Institute provides the opportunity for you to attend support classes by attending campus while maintaining social distancing or by joining the live online lectures remotely via video conferencing. Our friendly staff are also here to support !

#### Mode of course delivery:

During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.

#### Timetable:

The Online Class timetable may differ from the actual(face-to-face) class timetable. The nature of student support and engagement may also vary during this online delivery period.

Please contact the college if you have any enquiries regarding the mode of delivery and the timetable





# BERKELEY

BUSINESS INSTITUTE

**Make Quality Education**

**Fair and Accessible**

## CONTACT WITH US

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