

This course is designed for candidates looking to advance their career within the business services sector. Obtaining this certificate will help you get ahead of the competition by learning a range of sought after skills and techniques which will help you perform better in leadership-oriented business operations. At ACHBM, you will develop in-depth understanding and hone skills needed for leadership and management roles and responsibilities.

# **Entry Requirements**

Must be 18 years of age on commencement

#### Academic Requirements:

Successful completion of Year 12 or equivalent and /or above

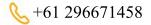
#### English Language (International Students):

- •IELTS 5.5 or higher with a minimum score of 5.0 in each band OR
- •Equivalent (e.g. EAL/ESL, ISLPR, CSWE etc.) English language test scores; or assessed as equivalent

#### **Course Structure**

- 4 Terms 52 weeks (including holidays), 40 contact weeks
- Requires the completion of 12 units of competency (4 core plus 8 electives)
- BSBLDR511 Develop and Use Emotional Intelligence (Core)
- BSBMGT517 Manage Operational Plan (Core)
- BSBLDR502 Lead and Manage Effective Workplace Relationships (Core)
- BSBWOR502 Lead and Manage Team Effectiveness (Core)
- BSBMGT502 Manage People Performance (Elective)
- BSBMGT516 Facilitate Continuous Improvement (Elective)
- BSBSUS501 Develop Workplace Policy and Procedures for Sustainability (Elective)
- BSBPMG522 Undertake Project Work (Elective)
- BSBHRM512 Develop and Manage Performance Management Processes
- BSBWOR501 Manage Personal Work Priorities and Professional Development (Elective)
- BSBLED501 Develop a Workplace Learning Environment (Elective)
- BSBHRM506 Manage Recruitment Selection and Induction Processes (Elective)

### **Contact Us:**







www.bic.edu.au

# Why Study at ACHBM?

By gaining expert-level practical knowledge, skills and expertise, you will grow as a professional and have a certification to make you more attractive to prospective interviewers. At ACHBM, we offer the tools to get ahead.

# **Course Pathways**

After successful completion of this qualification, you could obtain positions such as:

Business Manager Departmental Manager

Manager Business Unit Team Leader

Project Leader/Manager

### **Course Fees**

Tuition Fee: \$12,000 (\$3,000 per Term) Application fees: \$200 \* Non-Refundable

Material Fees: \$100 Per term

#### **2020 Term Dates Intake Dates**

Term 1	13th Jan to 22nd Mar	13th Jan, 10th Feb
Term 2	6th Apr to 14th Jun	6th Apr, 18th May
Term 3	29th Jun to 6th Sep	29th Jun, 10th Aug
Term 4	21st Sep to 29th Nov	21st Sep, 9th Nov



Australian College of Hospitality and Business Management