



MANAGEMENT CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB42015



INTAKE DATES¹

	2018	2019
TERM 1	05 February MID-TERM: 05 MAR ^m	04 February MID-TERM: 04 MAR ^m
TERM 2	30 April MID-TERM: 28 MAY ^m	29 April MID-TERM: 27 MAY ^m
TERM 3	23 July MID-TERM: 20 AUG ^m	22 July MID-TERM: 19 AUG ^m
TERM 4	15 October MID-TERM: 12 NOV ^m	14 October MID-TERM: 11 NOV ^m

^m: Mid-term students will need to study additional subject/s during their course to ensure qualification completion within the correct duration



CAMPUS AVAILABILITY¹

- Weekday - Bondi Junction
- Weekday - Manly Beach
- Weekday / Weekend - Sydney CBD
- Weekday - Brisbane CBD
- Weekday / Weekend - Melbourne CBD



COURSE LENGTH

Duration: 4 terms²
approximately 12 months



COURSE FEE³

\$7,800 (\$1,950 per term)

Application fee:
Student visa - \$250
Other visas - \$200

Workbook fee:
Free to download
or \$5 per subject for hard copy



ENTRY REQUIREMENTS

ACADEMIC - Australian Year 11 or equivalent, or Certificate III in a related field.

ENGLISH LANGUAGE PROFICIENCY⁴ - Successful completion of 10 weeks of General English at Intermediate level (plus 80% attendance) at APC or at other approved providers or equivalent.



PATHWAYS⁵

Students who successfully complete the Certificate IV in Leadership and Management may enter a Diploma of Leadership and Management or other Diploma courses at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.



COURSE OVERVIEW & STRUCTURE

This 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.

Job roles

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

ASSESSMENT

All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

11 SUBJECTS

Presentation Skills	Financial Reporting
Complex Documents	Team Leadership
Risk Management 1	Workplace Operations
Effective Leadership	Leadership Communication
Workplace Diversity	Workplace Leadership
Innovation 1	

MODE OF DELIVERY

International students: Face-to-face (up to 33% may be delivered online or by distance)
Local students: Face-to-face, online, distance, workplace or blended delivery modes are available.

¹Course and campus availability subject to demand.

²One term = 12 weeks (9 weeks study & 3 weeks course break). Please note the Christmas/New Year break is 7 weeks.

³Promotional fees may be applicable from time to time. Please contact us for further details.

⁴For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests

⁵For more information about our University and other articulations, please visit www.apc.edu.au/courses/vocational-further-study-pathways/