



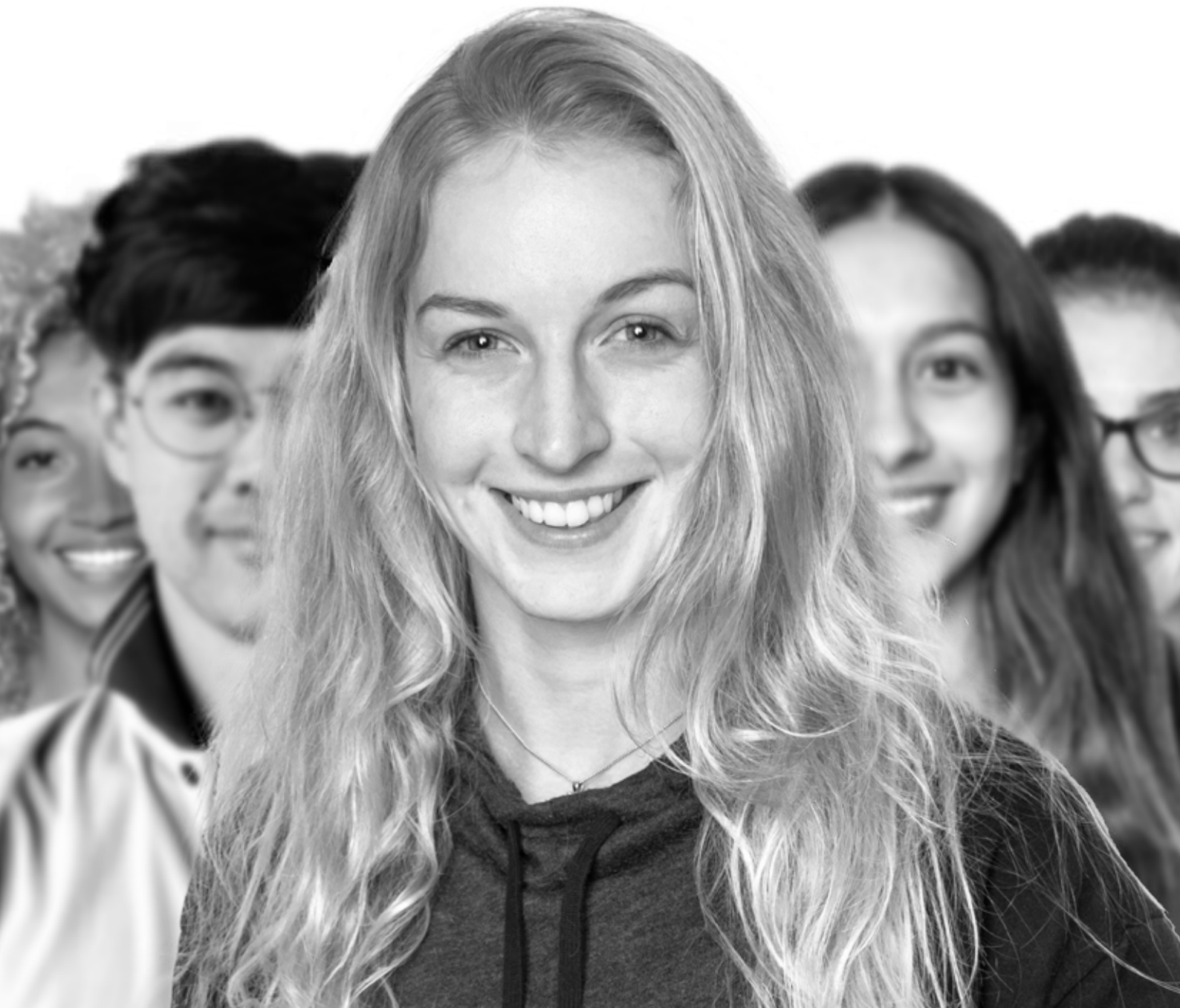
# LEADERSHIP COURSE GUIDE

**“ENTREPRENEURSHIP IS MORE  
THAN JUST A BUSINESS”**

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# Welcome to Entrepreneur Education



Entrepreneur Education was established with one goal: to change the way education is delivered in Australia.

Our team firmly believe that each and every one of us can unlock our entrepreneurial potential and along the way, gain the skills necessary to succeed. To support this, Entrepreneur’s choice of faculties; Faculty of Leadership, Design, Health, Entrepreneurship and Trade, provides a number of pathways for you to gain real world, life-skills that will transfer across a variety of industries.

Our 360° education method encourages students to communicate their ideas with other students and mentors to help bring that idea into a reality. Lifestyle is also an integral part of building motivated and empowered entrepreneurs and you can find inspiration at our campus in the heart of Surfers Paradise on the stunning East Coast of Australia.

No matter which path you choose you will enjoy Entrepreneur Education’s eternal dedication to nurturing your ambition and bringing your ideas to fruition.

Because it all starts with just one idea...

- Founders of Entrepreneur Education



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# LEADERSHIP

## About

Develop your leadership aptitude and seriously progress your career. Work with extraordinary mentors with real world experience in a hands-on environment.

Join us down under for an incredible and life changing learning experience. Study at our awesome campus situated on the stunning East Coast of Australia. Enjoy the glitter strip in the heart of Surfers Paradise, Gold Coast.

Enrol now and discover the Australian way of life, enjoy beautiful sun and surf filled days and progress your career with Entrepreneur Education.

## Our Courses

**BSB61015 Advanced Diploma of Leadership and Management**  
CRICOS Course Code: 089325K

**BSB51918 Diploma of Leadership and Management**  
CRICOS Course Code: 098827B

**BSB51415 Diploma of Project Management**  
CRICOS Course Code: 093142E

**“ I was able to take what I learnt in the classroom into my part time job and my boss loved it! ”**

# BSB61015 Advanced Diploma of Leadership and Management

CRICOS Course Code: 089325K

Are you an aspiring leader looking for senior roles? The Advanced Diploma of Leadership and Management will prepare you to unlock your leadership potential and progress your career. You will learn to manage finances, organisational change, continuous improvement, strategy and risk whilst embracing modern theories of business administration.



**Start Date**  
Monthly



**54 Weeks**  
Study: 38 weeks // Supervised Study: 4 weeks // Holidays: 12 weeks



**Face-to-Face**  
14 hrs / week



**Distance**  
6 hrs / week



**Campus**  
Gold Coast



**Potential Career Outcomes**  
Manager // Professional Mentor // Business Consultant Specialist // Start Your Own Business



**Entry Requirements**  
Please see page 12 for the full Entry Requirements

## Subjects

### 01. Partner Up

#### **PSPGEN067 Establish and maintain strategic networks**

Networking is an essential skill in becoming an effective leader in your field. Learn how to form and maintain strategic networks and relationships that achieve mutually beneficial outcomes.

### 02. Control the Cash

#### **BSBFIM601 Manage finances**

Managing the finances of a business is an essential skill for all leaders. In this unit you will learn about budgeting, financial forecasting and reporting and how to allocate and manage resources. The unit also includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

### 03. Plan for Success

#### **BSBMGT617 Develop and implement a business plan**

A business plan helps leaders achieve short and long term objectives. You will develop and monitor a business plan and respond to performance data. Learn how to consult with key stakeholders, review market requirements, research pricing options, develop objectives and analyse performance reports against planned objectives.

### 04. We're All Different

#### **BSBDIV601 Develop and implement diversity policy**

Progressive businesses are focussing on diversity in the workplace in an effort to increase productivity, improve creativity and increase profits. In this unit you will research diversity and its importance to organisational activity and draft, plan and implement a diversity policy.

### 05. Keep it Safe

#### **BSBINM601 Manage knowledge and information**

In this unit you will develop and maintain information processing systems to support decision making and learn how to optimise the use of knowledge and learning throughout a business. Learn how to manage business performance data, customer feedback, statistical data and financial data.

### 06. Adapt or Die

#### **BSBINN601 Lead and manage organisational change**

Organisational change is inevitable in our fast-moving culture. In this unit you will learn the skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.

### 07. Follow the Leader

#### **BSBMGT605 Provide leadership across the organisation**

Great business leaders inspire and motivate those around them. Learn how to demonstrate senior leadership behaviour, influence groups and individuals, build and support teams and model ethical conduct.

### 08. Let it Evolve

#### **BSBMGT608 Manage innovation and continuous improvement**

Henry Ford famously said, "If everyone is moving forward together, then success takes care of itself". This unit applies to individuals working at a managerial level who facilitate work teams who want to build a positive team culture. Learn how to apply discretion and judgement using a range of problem solving and decision-making strategies to get the best out of any team you lead.

### 09. Think Big

#### **BSBMGT615 Contribute to organisation development**

Businesses need to evolve over time to enable sustained performance and growth. Learn how to develop, implement and maintain an organisational development plan to manage this growth. You will determine objectives, develop communication plans, consult with stakeholders, manage conflict and evaluate.

### 10. Be Strategic

#### **BSBMGT616 Develop and implement strategic plans** **// BSBMKG609 Develop a marketing plan**

Enhance your competitiveness in the marketplace by developing a comprehensive strategic and marketing plan. In this unit you will learn how to analyse and interpret relevant markets, conduct a capability assessment and analyse existing and potential competitors and allies.

### 11. Don't Be Stupid

#### **BSBRISK501 Manage risk**

Every business will face risks that threatens its success. In this unit you will learn how to identify what could go wrong in a business content, evaluate which risks should be dealt with and implement strategies to deal with those risks.

# BSB51918 Diploma of Leadership and Management

CRICOS Course Code: 098827B

Are you a natural born leader? Enhance your communication and directional skills in our Diploma of Leadership and Management. You will study recruitment, emotional intelligence, communication, performance and employee relations in a hands-on environment with amazing and experienced mentors.



**Start Date**  
Monthly



**54 Weeks**  
Study: 38 weeks // Supervised Study: 4 weeks // Holidays: 12 weeks



**Face-to-Face**  
14 hrs / week



**Distance**  
6 hrs / week



**Campus**  
Gold Coast



**Potential Career Outcomes**  
Direct Manager // Human Resource Manager // Office Manager // Professional Mentor



**Entry Requirements**  
Please see page 12 for the full Entry Requirements

## Subjects

### 01. Let's Meet

#### BSBADM502 Manage meetings

For some people meetings have become synonymous with wasting time. When you call a meeting you can almost hear the collective groan from down the hall. No matter where you work or who you work for, meetings are an important part of the job.

There's only one problem: poorly planned and disorganised meetings are bad for business. Meetings can be the most powerful tool in the success of your business. However, like any tool, you can only fully reap the benefits when you use it properly.

### 02. Plan Ahead

#### BSBHRM513 Manage workforce planning

Workforce planning allows a business to plan for growth. In this unit you will learn how to research workforce requirements, develop objectives and strategies, implement initiatives, monitor and evaluate trends.

### 03. Emotional Intel

#### BSBLDR511 Develop and use emotional intelligence

Emotional Intelligence is the ability to understand and respond appropriately to your own and other's emotions. Learn how to identify the impact of your emotions on others in the workplace, recognise and appreciate the emotional strengths and weaknesses of others, promote the development of emotional intelligence in others and utilise emotional intelligence to maximise team outcomes.

### 04. Lead by Example

#### BSBLDR502 Lead and manage effective workplace relationships // BSBLDR513 Communicate with influence

Learn how to apply discretion and judgement using a range of problem solving and decision-making strategies to get the best out of any team you lead taking into account the organisation's values, goals and cultural diversity. In this unit you will also learn how to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders.

### 05. Learn and Earn

#### BSBLED501 Develop a workplace learning environment

In this unit you will learn how to develop strategies to facilitate and promote learning and how to monitor and improve learning performance. It applies to individuals who have a prominent role in encouraging, supporting and facilitating the development of a learning environment in which work and learning come together.

### 06. Plan of Attack

#### BSBMGT502 Manage people performance // BSBMGT517 Manage operational plan

Development of key performance indicators and standards coupled with regular and timely coaching and feedback provide the basis for performance management. This is an important skill for any leader who is required to review performance, reward excellence and provide feedback where there is a need for improvement. People performance is often coupled with developing and monitoring the operational plan. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the operational plan.

### 07. Protect Yourself

#### BSBWHS501 Ensure a safe workplace

Learn how to establish, maintain and evaluate business workplace health and safety (WHS) policies, procedures and programs according to WHS legislative requirements.

### 08. Coach Them

#### BSBWOR502 Lead and manage team effectiveness

Henry Ford famously said, "If everyone is moving forward together, then success takes care of itself". This unit applies to individuals working at a managerial level who facilitate work teams who want to build a positive team culture. Learn how to apply discretion and judgement using a range of problem solving and decision-making strategies to get the best out of any team you lead.

### 09. Keep the Peace

#### BSBWRK520 Manage employee relations

Learn how to manage employee and industrial relations matters in an organisation in this unit. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations.

### 10. Snap Them Up

#### BSBHRM405 Support the recruitment, selection and induction of staff

Finding the right staff is crucial to a business's success and growth. In this unit you will learn how to plan for recruitment, select the right candidate and induct this candidate according to organisational policy.

# BSB51415 Diploma of Project Management

CRICOS Course Code: 093142E

Skilled Project Managers are able to establish effective working relationships with all stakeholders and get things done. They take on the responsibility of planning, executing, monitoring and closing projects large and small. In the Diploma of Project Management, you will learn to manage project integration, scope projects, manage time and people, facilitate continuous improvement and manage cost and risk. This comprehensive diploma will get you ready to get things done in the real world!



**Start Date**  
Monthly



**54 Weeks**  
Study: 38 weeks // Supervised Study: 4 weeks // Holidays: 12 weeks



**Face-to-Face**  
14 hrs / week



**Distance**  
6 hrs / week



**Campus**  
Gold Coast



**Potential Career Outcomes**  
Project Lead // Account Manager // Project Controller // Project Manager // Project Team Member // Project Consultant



**Entry Requirements**  
Please see page 12 for the full Entry Requirements

## Subjects

### 01. High Performance Teams

#### BSBWOR502 Lead and manage team effectiveness

Henry Ford famously said, "If everyone is moving forward together, then success takes care of itself". This unit applies to individuals working at a managerial level who facilitate work teams who want to build a positive team culture. Learn how to apply discretion and judgement using a range of problem solving and decision-making strategies to get the best out of any team you lead.

### 02. Control Freaks

#### BSBPMG513 Manage project quality

This unit covers methods and theories surrounding the application of continuous improvement in any given workplace environment. You will learn these theories and apply them to a variety of case study scenarios. This unit is about the practical application of these theories and selecting an appropriate method of improvement that will benefit a company, business structure, major project or individual.

### 03. Project Initiation

#### BSBADM502 Manage meetings // BSBPMG511 Manage project scope

In this unit you will learn how to determine and manage project scope and meetings. This involves obtaining project authorisation, developing a scope management plan and managing the application of project scope controls. You will also learn how to manage a range of meetings including overseeing the preparation processes, chairing, organising the minutes and reporting meeting outcomes.

### 04. Risky Business

#### BSBPMG517 Manage project risk

Risk management is an important part of any project. In this unit you will learn to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes.

### 05. Project Planning

#### BSBPMG512 Manage project time // BSBPMG521 Manage project integration

Over three weeks you will be required to review a project charter for a client through e studio 101, analyse the project brief and create a cohesive timeline (Gantt Chart) that project members can review and follow during project execution. You will be assessed on your ability to manage the timeline of a real-time project, reviewing meeting minutes weekly and updating the Project Management Plan, Gantt Chart and Change Request Logs related to the project.

### 06. Let's Communicate

#### BSBPMG516 Manage project information and communication

Be the linchpin in any project by learning how to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. In this unit you will learn how to plan, implement and assess information and communications outcomes.

### 07. Balance It Up

#### BSBWOR501 Manage personal work priorities and professional development

Managing personal work priorities helps executives to achieve their goals faster and with less effort. In this unit you will learn how to establish work goals, set priorities and develop your professional competence.

### 08. Document It

#### BSBPMG521 Manage project integration

This unit will provide the theoretical underpinning required to complete real-world projects as part of the Diploma of Project Management Plan. You will research and review existing case studies to see a professional Project Charter and Project Management Plan documentation as used in the real project world. This theory and the assets provided will be useful for future projects completed throughout the course.

### 09. Dress to Impress

#### BSBPMG519 Manage project stakeholder engagement

Stakeholder engagement can make or break a project and is an important skill you can apply across many industries. Learn how to identify and address stakeholder interests in this unit and how to manage effective engagement and communication.

### 10. People Power

#### BSBPMG515 Manage project human resources

This unit involves planning for human resources, implementing personnel training and development, and managing the project team. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

### 11. Cashflow is Key

#### BSBPMG514 Manage project cost

In this unit you will develop the skills and knowledge required to identify, analyse and refine project costs to produce a budget. You will also learn to use this budget as the principal mechanism to control project cost.





# ENTRY REQUIREMENTS

## Generic Entry Requirements

You will be required to satisfy the below Entry Requirements in order to enrol. Depending on what course you are enrolling in, you may be required to satisfy further Entry Requirements specific to the course.

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### Academic Entry Requirement:

**Students must provide evidence of successful completion of:**

- Certificate IV or higher requires a minimum of Year 12 **OR** a minimum of a Certificate III level qualification or higher
- If there is no evidence of the above, the student must sit the Entrepreneur Language, Literacy and Numeracy (LLN) Test and achieve a satisfactory result

Please note: Home country evidence is accepted and must be translated

### English Entry Requirement:

**Students must provide evidence of successful completion of:**

- Upper Intermediate Certificate or higher
- Certificate IV level or higher qualification in Australia
- IELTS 5.5-6, FCE Grade B or C, CAE 160-179, TOEFL 72-94, TOEIC 400-485 (listening), 385-450 (reading)
- Entrepreneur Education English Test, achieving at least Upper Intermediate level

Please note: All English evidence provided must be within a 2 year validity period. Either within two years before the application is made, or within two years of the visa grant

### Course Resource Requirements:

**The following resources are required to complete our courses:**

- Computer Requirements - Students will require continual access to their own laptop computer during class and outside of class to meet distance education requirements

Please note: Students are required to purchase these items at their own expense. Depending on the course you are enrolling in, you may be required to have specific resources.

### CREDIT TRANSFER

You may be eligible for Credit Transfers if you hold the same unit(s) from another provider. To be eligible; you must present your certified qualification at enrolment stage, together with the completed 'Course Credit Form'. Once assessed, you will be notified of the outcome. Should your achieved units be equivalent, your CoE/course duration will be reduced according to the amount of time needed to complete the outstanding units.

# Academic Calendar 2020

BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT (54 WEEKS)



- Holidays
- Public Holiday
- Supervised Study Week
- Preferred Start Date

**Preferred Start Dates**

You may commence any Monday. Students who do not start on a preferred start date will complete orientation and then commence class at the start of next unit.

# Course Timetable 2020

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT - BSB61015

Time	Monday	Tuesday
8:00am - 11:45am	Collaborate	Collaborate
11:45am - 12:15pm	Break	Break
12:15pm - 4:00pm	Workshop	Collaborate

## COURSE TERMINOLOGY

### Workshop (teaching)

During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

### Collaborate (facilitated learning)

Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

## DISTANCE EDUCATION

### Online Course Hub (on-line learning portal)

The course hub provides you with a wide range of learning resources to guide your distance education. You will be able to access a variety of quality resources in your own time.

### Facebook Group (communication and conversation group)

Your mentor will lead conversations and communicate information related to your study. You will be encouraged to share ideas and collaborate with your class peers about project work.



# Academic Calendar 2020

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT (54 WEEKS)

January

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9t	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Holidays
- Supervised Study Week
- Public Holiday
- Preferred Start Date

**Preferred Start Dates**

You may commence any Monday. Students who do not start on a preferred start date will complete orientation and then commence class at the start of next unit.

# Course Timetable 2020

DIPLOMA OF LEADERSHIP AND MANAGEMENT - BSB51918

CLASS #2			
Time	Monday	Tuesday	Thursday
8:00am - 11:45am	Collaborate		Collaborate
11:45am - 12:15pm			Break
12:15pm - 4:00pm		Workshop	Collaborate

CLASS #3			
Time	Monday	Thursday	Friday
8:00am - 11:45am	Collaborate	Collaborate	Workshop
11:45am - 12:15pm		Break	
12:15pm - 4:00pm		Collaborate	

CLASS #4			
Time	Monday	Tuesday	Thursday
8:00am - 11:45am	Collaborate		Collaborate
11:45am - 12:15pm			Break
12:15pm - 4:00pm			Collaborate
4:30pm - 8:15pm		Workshop	

## COURSE TERMINOLOGY

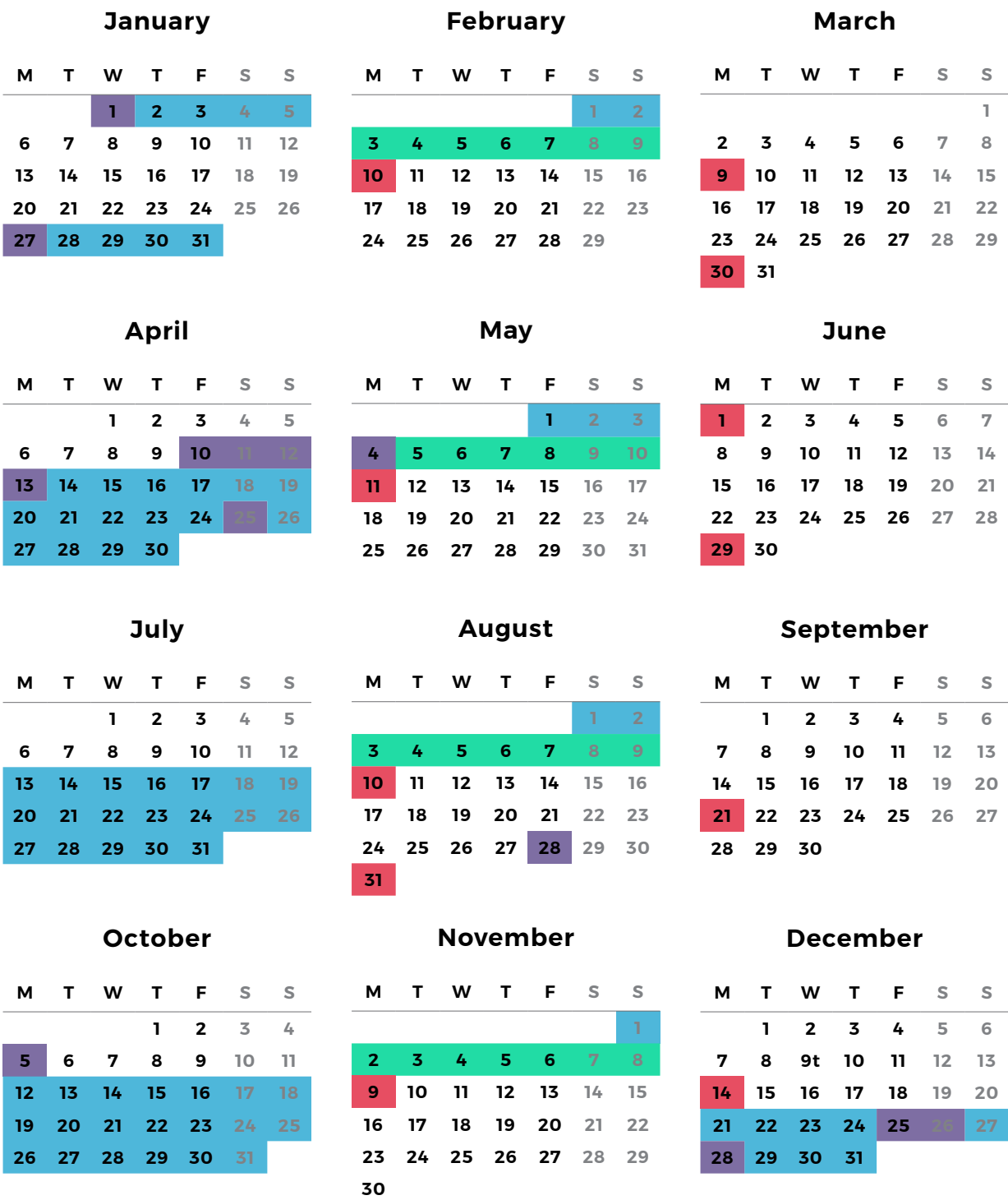
- Workshop (teaching)**  
During this time your mentor will deliver planned training sessions which are aimed to give you the knowledge and skills required for the unit. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.
- Collaborate (facilitated learning)**  
Your mentor will facilitate your learning during this time and provide guidance and assistance to complete assessment tasks that were introduced in the workshop sessions. You will work either collaboratively on projects and tasks, or complete independent research activities.

## DISTANCE EDUCATION

- Online Course Hub (on-line learning portal)**  
The course hub provides you with a wide range of learning resources to guide your distance education. You will be able to access a variety of quality resources in your own time.
- Facebook Group (communication and conversation group)**  
Your mentor will lead conversations and communicate information related to your study. You will be encouraged to share ideas and collaborate with your class peers about project work.

# Academic Calendar 2020

BSB51415 DIPLOMA OF PROJECT MANAGEMENT (54 WEEKS)



- Holidays
- Supervised Study Week
- Public Holiday
- Preferred Start Date

## Preferred Start Dates

You may commence any Monday. Students who do not start on a preferred start date will complete orientation and then commence class at the start of next unit.

# Course Timetable 2020

DIPLOMA OF PROJECT MANAGEMENT - BSB51415

Time	Monday	Tuesday	Friday
8:00am - 11:45am	Collaborate	Collaborate	
11:45am - 12:15pm		Break	
12:15pm - 4:00pm		Collaborate	Workshop

## COURSE TERMINOLOGY

### Workshop

During this time your mentor will deliver planned training sessions which are aimed to give you introductory project management skills and knowledge. Activities may include presentations, group work, interactive games or a range of other hands on and engaging experiences.

### Collaborate (facilitated learning & project work)

During this facilitated time, you will work collaboratively with your project team, or complete independent research tasks that have been delivered in the workshop sessions. You will practice skills that you have been taught by your mentor.

## DISTANCE EDUCATION

### Online Course Hub (on-line learning portal)

The course hub provides you with a wide range of learning resources to guide your distance education. You will be able to access a variety of quality resources in your own time.

### Facebook Group (communication and conversation group)

Your mentor will lead conversations and communicate information related to your study. You will be encouraged to share ideas and collaborate with your class peers about project work.

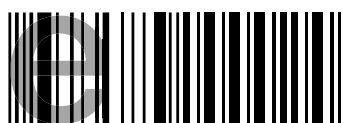


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