ACADEMIESAUSTRALASIA
COLLEGE

Leadership
and Management

www.aac.edu.sg

Established in 1908, Academies Australasia Group has been for more than 100 years. It has a long and successful experience in education going back in excess of 50 years. Listed on the Australian Securities Exchange more than 39 years ago, it is Australia's longest listed education group. We offer more than 230 qualifications to about 14,000 students across campuses in 5 states in Australia : Sydney, Melbourne, Adelaide, Perth, Brisbane, Gold Coast and Dubbo. Our students come from over 122 countries. This diverse student population creates a truly unique learning experience for our students. In Singapore, Academies Australasia College offers English language course, Singapore Government School Preparatory courses, Diploma, Advanced Diploma and Australian standard courses.

Certificate IV in Business

The BSB42015 Certificate IV in Business reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They will also share responsibility for organising and monitoring the output of their team. Information from a variety of sources will be analysed and evaluated and solutions are applied to a defined range of predictable and unpredictable problems.

Entry Requirements
Academic

- Obtained at least C6 for any GCE O Level subject or
- 10 years of formal education or equivalent

English Proficiency

- IELTS 5.0 ; or
- AAC Certificate in EFL Level-4
- AAC Certificate in Business English or any other equivalent.
- Students without formal English qualification will be given a placement test to determine the level of proficiency.

Age

Applicants must be of age 16 and above

Duration

- 6 months

Modules Covered

- Customer Service Strategies
- Marketing
- Business IT-Word Processing
- Business IT - Database
- Business Environment
- Business Accounting

Diploma of Leadership and Management

The BSB51915 Diploma of Leadership & Management is designed for those aspiring to middle management positions in large organazations and those who have a leadership role in small organization. It is designed to :

- Develop a broad integrated understanding of how organizations work.
- Learn how to manage the tension, compromises and interdependencies between operations, accounting, marketing, information, financial and 'people' issues.
- Develop the ability to lead performance and change.
- Analyse, reflect and make decisions.

Upon Completion of the course, graduates will be able to :

- Take a senior management view on organizational objectives
- Understand management problems from a generic view point
- Make better decisions in the management of teams, projects and project requirements.
- Implement work force planning and succession strategies
- Develop a sales plan
- Have acquired the abilities of inquisitive and independent learning
- Manage budgets and financial plans
- Establish and adjust the marketing mix
- Be better prepared for future higher studies.

Entry Requirements
Academic

- Obtained at least C6 for any GCE O-level subject ; or
- Higher National ITE Certificate (Higher NITEC) ; or
- 10 years of formal education or equivalent.
- Matured students aged 30 years and above with at least 8 years of work experience will be considered for admission.

English Proficiency

- IELTS 5.5 ; or
- AAC Certificate in EFL Level-5
- Students without formal English qualification will be given a placement test to determine the level of proficiency.

Age

Applicants must be of age 16 and above

Duration

- 12 months

Modules Covered

- Business Communication
- Customer Service
- Emotional Intelligence
- Leadership and Team Effectiveness
- Leadership and Workplace Relationship
- Workplace Diversity
- Operations Management
- Critical Thinking
- Work Health and Safety
- Sustainability
- Personal Development
- Managing Finance

Advanced Diploma of Leadership and Management

Course Outline

The BSB61015 Advanced Diploma of Leadership & Management will be of particular interest to those aspiring to managerial roles in large organizations and those who are interested in business management.The course will focus on the essential skills of a successful manager, especially in business planning and people management.The program recognizes that senior management and leadership are all about business performance and management of change. This program blends contemporary management theory with the practicalities of workplace 'best practices'.

Upon completion of the course, graduates will have acquired the knowledge and skills necessary to:

- Engage in entrepreneurial activities needed for success in today's competitive world.
- Respond quickly and flexibly to rapidly changing markets and environments
- Focus on lateral rather than hierarchical coordination
- Develop a broad integrated picture of how your organization works

This program will prepare you for the many challenges ahead by teaching you the strong theoretical concepts while equipping you with practical skills required for the leadership of contemporary organizations.

You will gain knowledge, skills and understanding that will enable you to respond to emerging business opportunities in an innovative way, competently manage organizational change, as well as develop and implement astute and comprehensive plans.

This course provides a standalone qualification, but may also be used as a stepping stone to a higher level of education.

Entry Requirements
Academic

- AAC Diploma of Leadership and Management ; or
- AAC Diploma of Business Management ; or
- AAC Diploma of Project Management ; or
- Equivalent Diploma from any other PEIs in relevant field ; or
- Obtained at least D for any GCE A-Level subject; or
- 12 years of formal education or equivalent

English Proficiency

- IELTS 5.5 ; or
- AAC Certificate in EFL Level-5
- Students without formal English qualification will be given a placement test to determine the level of proficiency.

Age

Applicants must be of age 17 and above
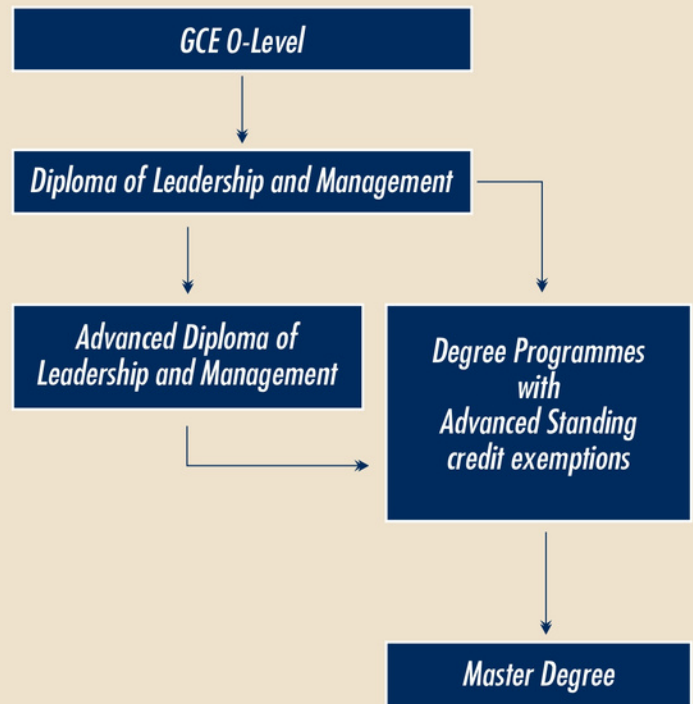
Duration

- 9 months

Modules Covered

- Innovation and Change II
- Strategic Planning
- Planning for Business
- OHS Management
- Manage Finances
- Leadership II
- Managing Quality
- Marketing Strategies & Planning
- Human Resource Management

Assessment

A range of assessment tasks will be undertaken which may include written reports, essays, assignments, case studies, tests, group projects, practical assessments, oral presentations and formal examinations. The course outline provides specific guidelines on assessments for this program.

Pathway

GCE O-Level

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Diploma of Leadership and Management

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Advanced Diploma of Leadership and Management

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Degree Programmes with Advanced Standing credit exemptions

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Master Degree

Student Support

A range of student services will be available to enrolled students at AAC, including welfare and academic counselling and learning resource material. For further information contact the Student Services Department at AAC.

Learning Facilities & Resources

AAC has a range of facilities and resources for students including computer labs, study space, meeting rooms, access to the National library as well as AAC library on Level 2.

Application Method

Submit your application form along with other required documents to Academies Australasia College at 45 Middle Road, Singapore 188954. Form may be downloaded from www.aac.edu.sg

Further Information

The commencement of any program is always subject to class sizes. While the information provided in this publication is correct at the time of going to press, AAC reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

Intake Period

Monthly intake, first Monday of each month. (Tuesday if the Monday is a public holiday).

edutrust SINGAPORE

Cert No. : EDU-2-2104
Validity : 15/08/2021 - 14/08/2025

Enhanced Registration Framework (ERF)
Cert No.: 200312175W
Validity : 20/05/2022 - 19/05/2026

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