



# Bedford College

# LEADERSHIP AND MANAGEMENT DIPLOMA

## DIPLOMA

### Course Structure and Hours

Students attend College three days a week from 9am to 3pm, spend one day in the online classroom and one day per week undertaking work placement. An optional supervised study period is available from 3pm–4pm each day for students who need additional help or revision. Students also undertake 35 hours of mandatory work placement during week 30 of the course.

### Dual Diploma

#### Diploma of Business (BSB50215) and the Diploma of Leadership and Management (BSB51915)

The Dual Diplomas can be completed in one year. The Diploma of Business has 8 compulsory units and the Diploma of Leadership and Management has 12. By completing the 8 units common to both diplomas and the additional 4 units from the Diploma of Leadership and Management, students will satisfy the criteria to receive both Diplomas, and be eligible to graduate with an AQF qualification in each. Graduates will possess qualifications which allow them the opportunity to work in a wide range of roles and thereby increase employment and further education opportunities.

### Small Class Sizes

The College is committed to training in small groups and class sizes are therefore limited in numbers (usually fewer than 20 students) thus allowing teachers to provide individual attention to all students.

### Enrolment

- ▶ Satisfactory completion of Year 10
- ▶ No ATAR is required
- ▶ Students who have not completed Year 12 are required to undertake the government-approved test in reading and numeracy (LLN); This test is arranged for you by the College.

### Unique Student Identifier

Students are required to have a Unique Student Identifier in order to undertake a nationally recognised course. For more details go to [www.usi.gov.au](http://www.usi.gov.au)

### University Pathways

On completion of the Bedford course, many diploma graduates choose to further their studies at higher-education level. We are pleased to be able to provide our graduates with guaranteed entry (with credit) into a range of leading universities. Many university programs are flexible and can be undertaken full-time on campus or part-time whilst working. It's true to say that there are currently Bedford Graduates studying in almost every university in New South Wales. Check our website for more details.

### VET Student Loans Available

VET Student Loans is an Australian Government loan scheme that provides assistance for eligible applicants (Australian Citizens and holders of a Humanitarian Visa only) to pay their tuition

fees for higher level VET courses. No interest is charged on the loan. For more details go to: [www.education.gov.au/vet-student-loans](http://www.education.gov.au/vet-student-loans)

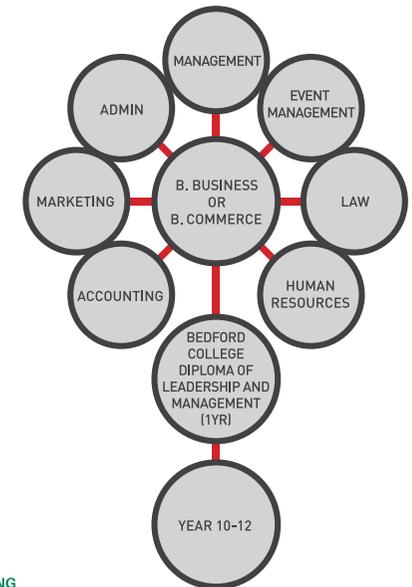
### Commonwealth Benefits Are Available

Youth Allowance & Austudy/Abstudy benefits are available to eligible applicants, more information is available through Centrelink on 13 2490.

### Campus Information

**Glebe:** The Glebe Campus is located on Parramatta Road, directly opposite Sydney University and only a 10 minute bus trip from Central Railway Station.

**Norwest:** The Norwest Campus is located in the heart of the Norwest Business Park, on the corner of Norwest Boulevard and Columbia Court. Student parking is available.



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

**Glebe Campus** | 54 Parramatta Road, Glebe NSW 2037 (directly opposite Sydney University)

**Norwest Campus** | 2 Columbia Court, Baulkham Hills NSW 2153 (corner Norwest Boulevard and Columbia Court)

BAPTIST BUSINESS COLLEGE LTD ABN 99 000 049 187 NATIONAL PROVIDER CODE: 90301 CRICOS PROVIDER CODE: 01589B



# LEADERSHIP AND MANAGEMENT

## Diploma

*Established in 1944*, Bedford College is a well-respected not-for-profit Registered Training Organisation (RTO) with a long-standing reputation for training excellence in a caring, friendly environment.

The College places importance on attitude, respect, acceptance, tolerance, honesty and a belief that every person can achieve their personal best if they are provided with the right opportunities.

This qualification reflects the role of individuals who 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.

*'Skills for Life'*

### Business and Management Courses

- ▶ **Diploma of Leadership and Management (BSB51915)**  
– 40 Weeks CRICOS Code: 087742J
- ▶ **DUAL DIPLOMA: Diploma of Business (BSB50215) and Diploma of Leadership and Management (BSB51915)**  
– 44 Weeks

*Articulate (with credit) into a Business/Commerce degree at university*



### Employment Opportunities

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

### Fully Accredited Courses

Bedford College is registered in Australia by the Australian Skills Quality Authority (ASQA). All courses are fully accredited and align with the Australian Qualifications Framework (AQF). This means that the qualification you receive at Bedford is recognised by industry and other training providers and is therefore portable should you wish to advance your studies later.

*"I have always wanted to study finance in university, as well as find a part-time job, and a Diploma at Bedford will allow me to accomplish just that after my one year of study."*

Nicholas Kwok