



New Era Institute

Gateway to the Future



BSB42015 Certificate IV in Leadership and Management (CRICOS Code: 092359G)

Giving voice to your dreams with confidence

Welcome

New Era Institute (NEI) welcomes international students to its new campus in the heart of Burwood, a multi-cultural suburb close to the centre of clean and beautiful Sydney, which boasts some of the best beaches, cafes and entertainment venues that the world can offer.

New Era Institute (NEI) delivers two Leadership and Management qualifications to assist you to manage the work of others, to add value to or review management practices.

BSB42015 Certificate IV in Leadership and Management
This certificate is a nationally recognised qualification that will develop the essential managerial skills, for you to be employed as an:

- Office Administrator
- Coordinator
- Team Leader
- Supervisor

A leadership and management qualification is a great opportunity to learn how to provide leadership guidance and support to others, develop good business skills, knowledge and customer services strategies in the workplace.

BSB42015 Certificate IV in Leadership and Management is a nationally recognised qualification. There are 12 units of competency, 4 core and 8 elective units.

The course is conducted face-to-face and led by industry professionals in group sizes of no more than 15 students. Assessment methods are written, oral and practical assessments.

Course Facts

- Duration: 50 weeks (40 weeks' tuition and 10 weeks' breaks between terms)
- Class sessions: 2-3 days per week (15 hours weekly + 5 hours online)
- Commencing: refer to Intakes and Courses dates available on www.newerainstitute.edu.au
- Delivery mode: Face to face and online
- Location: Burwood NSW, Australia

Please note to complete your course you will need to have access to a computer and internet. New Era Institute encourages the students to bring their own devices to the campus (where there is free wireless internet access).

Course Structure

Listed below are the units of competency to be delivered during the course.

Core Units

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

Elective Units

- BSBINN301 Promote innovation in a team environment
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBMGT403 Implement continuous improvement
- BSBRSK401 Identify and apply risk management processes
- BSBCMM401 Make a presentation
- BSBLED401 Develop teams and individuals
- BSBMGT401 Show leadership in the workplace
- BSBSUS401 Implement and monitor environmentally sustainable work practices

Course Fees & Charges

Total fee - AUD\$ 7,500

Includes:

- Enrolment fee: AUD\$ 300 – this is non-refundable
- Tuition fee – AUD\$ 6,650
- Learning resources – AUD\$ 550

1st payment including tuition fees of AUD\$ 650, an enrolment fee of AUD\$ 300 and a Learning Resources fee of AUD\$ 550. This payment is due before the commencement of the course (upon signing the International Student Acceptance Agreement).

All scheduled payments must be paid on the published due dates in order to maintain a valid enrolment.

New Era Institute
CRICOS Code: 03509B RTO Code: 41543
Tel: +61 2 89 64 64 57
Web: www.newerainstitute.edu.au
Email: info@newerainstitute.edu.au

Our Location: Suite 1, Level 2, 14 Railway
Parade, Burwood NSW 2134 Australia
3 Minutes walking from Burwood Railway
station & located close to shops, cafés
& large shopping mall

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For more information about the scheduled payments and due dates, please visit our website www.newerainstitute.edu.au under Student Services.

Payment Method

Fees and charges are to be paid:

- Online www.newerainstitute.edu.au by credit card or Paypal (A processing fee of 1.75% applies)
- By Electronic Fund Transfer (Preferred) or direct bank deposit from the student's nominated bank account to:

New Era Institute Pty Ltd

Westpac Australia
Swift Code: WPACAU2S
BSB: 032-062
Account: 572780

Minimum Entry Requirements

- Attained the age of 18 and over
- Demonstrate good command of written and spoken English
- Verified evidence of IELTS Level 5.5 or equivalent
- Have completed Year 12 or an equivalent secondary schooling level of a Higher School Certificate or can demonstrate suitable work or life experience

Pathways Information (Academic)

Pathways from the qualification

After achieving this qualification, students could progress to study the qualification; Diploma of Leadership and Management.

Visa Requirements

Meet the requirements for the Student Visa (Sub-class 500) and:

- Be of good character
- Are of sound health
- Have acceptable health insurance through the Overseas Student Health Cover (OSHC) for self and any family members accompanying student to Australia
- Have no outstanding debts to Commonwealth of Australia
- Demonstrate the capacity to meet basic living costs requirements set by the Australian Government

More information about studying in Australia, student visa requirements and application can be found at www.border.gov.au/Trav/Stud

Enrolment Process

To enrol into a course as an overseas student at New Era Institute, applicants must complete an International Student Enrolment Form available on our website or it can be requested by email.

The enrolment form should be completed in full and submitted by email, or mail to:

New Era Institute

Suite 1, Level 2, 14 Railway Parade, Burwood NSW 2134, Australia
Telephone: +61 2 8964 6457
Email: admissions@newerainstitute.edu.au
Website: www.newerainstitute.edu.au

The enrolment form must be accompanied by:

- A copy of passport and
- Student Visa (Onshore Students Only)
- Certified copies of English proficiency (must be obtained within the last 2 years, if required)
- Certified copies of Academic Transcripts and Certificates

Complete Student Enrolment Form

- Read International Student Handbook on website
- Send Enrolment Form to New Era Institute
- NEI representative/Agent will contact you for enrolment interview

NEI Send Letter Of Offer

- Sign Letter Of Offer acknowledgement
- Complete & sign International Student Acceptance Agreement
- Send documents to New Era Institute with the 1st payment of the tuition fee & other charges

Receive Confirmation Of Enrolment (eCoE)

- Apply for Student Visa with eCoE

You will be unable to apply for a student visa without the eCoE. When you receive your eCoE, you must apply for the Student Visa (Sub-class 500) online. You can apply when you are in or outside Australia. After you have gathered and scanned the documents that support your application, create an account and apply for your student visa with our online application system – ImmiAccount at www.border.gov.au/Trav/Visa/Apply/Student. If you do not provide the documents requested, your visa application could be refused. Go to www.border.gov.au/Trav/Visa-1/500- for more information.

Successful Student Visa

If your student visa application is approved, you should contact New Era Institute and provide evidence of approval. New Era Institute will contact you to confirm your timetable, start date and all other arrangements for your study with New Era Institute.

Unsuccessful Student Visa

If your student visa application is NOT approved, you must contact New Era Institute and advise us and apply in writing for a refund of all fees paid in accordance with our Fees and Refund Policy. Please refer to our website www.newerainstitute.edu.au for more information about Policies and Procedures.

For further information, please contact:

Student services

Phone: +61 2 8964 6457

Email: admissions@newerainstitute.edu.au

Please refer to the International Student Handbook on our website www.newerainstitute.edu.au for information on your rights and responsibilities and services provided by New Era Institute.