



New Era Institute

Gateway to the Future



BSB42015 Certificate IV in Leadership and Management

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 units and 8 elective units.

The course is conducted face-to-face and led by industry professionals in group sizes of no more than 24 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: 3 days per week (20 hours weekly)
- Commencing: refer to Intakes and Courses dates available on www.newerainstitute.com.au
- Delivery mode: Face-to-face and simulated work activities
- 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 competence to be delivered during each term.

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 students
- BSBMGT401 Show leadership in the workplace
- BSBSUS401 Implement and monitor environmentally sustainable work practices

BSB42015 Certificate IV in Leadership and Management

Course Fees & Charges

Total fee - AUD\$ 7,850

Includes:

- Enrolment fee: AUD\$ 300 – this is non-refundable
- Tuition fee – AUD\$ 7,000
- Learning resources and text books – AUD\$ 550

Please refer to our website www.newerainstitute.com.au for fees and charges.

2016

Term One – AUD\$ 1,750 Term Two – AUD\$ 1,750
Term Three – AUD\$ 1,750 Term Four – AUD\$ 1,750

All term payments must be paid in full, in advance of the term commencing in order to maintain a valid enrolment.

Payment Method

Fees and charges are to be paid:

- Online www.newerainstitute.com.au by credit card or Paypal
- By Electronic Fund Transfer or direct bank deposit from the student's nominated bank account to:

New Era Institute Pty Ltd
Westpac Australia
Swift Code: WPACAU25
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
- 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 following 572 Student Visa – Vocational Education and Training (Sub-class) requirements:

- 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

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.com.au
Website: www.newerainstitute.com.au

The enrolment form must be accompanied by:

- evidence of IELTS proficiency (General Score of 5.5)
- evidence of Higher School Certificate or equivalent secondary schooling outcome

Complete Student Enrolment Form

- Read 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

When you receive your eCoE, it should be taken to the visa section of your nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where you can make an application for a student visa. For information, go to <http://www.immi.gov.au/Pages/Welcome.aspx>.

You will be unable to apply for student visa without the eCoE.

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.com.au for more information about NEI Policies and Procedures.

For further information, please contact:

Student services
Phone: +61 2 8964 6457
Email: admissions@newerainstitute.com.au

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

