



The College for  
Adult Learning

# Your Career in Leadership & Management

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COMPLETE CAREER, SALARY  
& COURSE GUIDE



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# Leadership insights

## OVERVIEW

The unpredictability of 2020 taught us the value of leadership. Leaders were required to reassure and guide their staff through complex challenges with virtually no warning and no experience of a pandemic's impact on the workplace.

## INDUSTRY SPOTLIGHT

The industries which cope best with disruption are those renowned for their effective leadership.

**Mining:** The mining sector adapts quickly and continues to operate due to good scenario planning and strong leadership

**IT:** The IT sector thrives in response to accelerated demand due to a flexible workplace culture and core skills in agile project management

**Healthcare:** Our reliance on, and value of, the healthcare sector has seen a much-needed increase in respect for empathetic managers.

These three sectors are expected to see strong growth and career opportunities throughout the next decade. Good leaders are needed to guide and capitalise upon future opportunities.

## JOBS IN DEMAND

- C-Suite and Registrar positions in Healthcare
- Compliance and Risk Manager
- Change Manager
- Project Manager
- Community Development
- Senior Marketing Professionals
- Human Resource Manager
- Environment and Sustainability Consulting
- Safety and Wellbeing Manager
- Innovation Specialist
- Engagement and Diversity Leader
- Strategy Lead

# Leadership

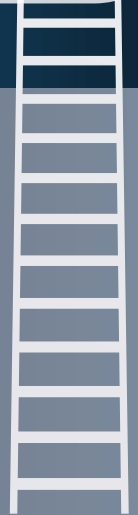
IN NUMBERS



**\$108,428**

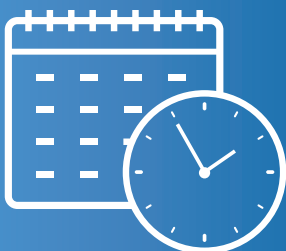
TEAM LEADER  
AVERAGE SALARY

PER ANNUM  
JOB OUTLOOK, 2019



**76%**

of Senior Leaders in multi-site  
organisations have  
tertiary qualifications



Approximately  
**57.3%**

of managers are between  
35 - 54 years of age

JOB OUTLOOK

# Why Leadership is Important



## THE LONG-TERM VALUE OF LEADERSHIP

Effective leaders are a valuable commodity and will become more so as we embrace the business challenges of the future.

**The quality of leadership management matters to engage and retain staff.**

**Management studies show that:**

- 75% of workers want better managers and leaders
- Only 44% believe they have effective workplace leaders
- 56% of workers feel disengaged from ineffective leaders

On an international scale, there's evidence that Australians set higher expectations of their bosses than workers elsewhere. In return, they are willing to be more loyal than average, particularly if they feel heard.

## AREAS OF RESPONSIBILITY

The best leaders understand that undertaking leadership management training is vital for sustaining growth. Learning skills like delegation, empowerment and employee engagement lays the foundation for leading a workforce of any size.

**Four areas that require life-long development are:**

- **Understanding.** Empathy and recognition create loyalty. Knowing how to provide constructive feedback is an integral part of this process.
- **Time management.** Managing your time well can give you the space to think more strategically. Learn how to identify what's time-critical and what isn't.
- **Self-awareness.** Identifying your motivations and goals is the first step to understanding those of others. A good relationship with self enables strong relationships with others.
- **Accept your mistakes.** Nobody's perfect, but genuinely great leaders not only learn from their mistakes, but they also empower others with the lessons they've learned.

Good leadership management courses teach these skills and many more. Education is a journey of self-awareness, which imparts the mechanics of leadership, as well as the reasons why effective leadership works.

“ Leadership is the process of influencing others to understand and agree about what needs to be done and how to do it, and the process of facilitating individual and collective efforts to accomplish shared objectives.

Dr Gary Yukl

”



# How to Lead by Example

'Soft skills' are frequently omitted from otherwise impressive resumes. Yet these attributes are often valued the most by employers, certainly in terms of balancing their existing management team.

The description – 'soft' – belies their importance to the workplace. A more accurate description is 'human skills'; assets which, (unlike formal qualifications) are transferable to any field.

## TOP FOUR LEADERSHIP SOFT SKILLS

01

### COMMUNICATION

To communicate with clarity and confidence, coupled with the ability to listen, illustrates respect and empathy. There's no single greater skill, in or outside of the workplace.

02

### TEAMWORK

Effective teamwork creates results that are greater than the sum of its' individual parts. Mediation, negotiation, and idea exchange are components of teamwork.

03

### ADAPTABILITY

The ability to embrace or create change requires an open mind, confidence, and optimism. Particularly in times of change, adaptability is crucial.

04

### CREATIVITY

Often described as 'thinking outside the square', creativity is about formulating new solutions in a different way via imagination and innovation.

# Leadership Soft Skills Checklist

- Active Listening
- Advanced Conflict Resolution
- Diplomacy
- Initiative
- Integrity
- Networking
- Performance
- Management
- Responsibility
- Self Awareness
- Self Care
- Task Management



# Future Leader Potential

## HOW TO STAND OUT AS A FUTURE LEADER

Leadership roles are often filled by promotion within a business or given to a recruitment agency. The application and interview process can be long and competitive at senior levels. The key is understanding how to best present yourself as leadership management material to an existing or potential employer.

### Three ways to show you are leadership material

#### GET QUALIFIED

Knowledge is power, and it is useful to know a few statistics about the benefits of a leadership management qualification:

- > **83%** of businesses concede that developing leaders is important,
- > **77%** report a leadership gap in their organisation,
- > Just **10%** say their current leadership initiatives are working well,
- > **81%** of employees are more engaged when dealing with recently qualified managers.

Taking the initiative of undertaking a leadership management course is the first step to getting your foot in the door. A quality leadership course will enhance your ability to communicate (see 'soft skills') and identify the strengths you bring to the table along with the areas to target for improvement.

You'll develop a good understanding of the role's requirements, gain solid decision-making skills, and know the processes required to initiate change where it's needed.

#### INITIATIVE

Most successful CEOs and business owners got that way through hard work, learning from their mistakes. They back their innate sense of what 'works' and what doesn't in their business, and that includes the hiring process. In cases like these, thoroughly investigating their industry and using that information at the interview stage has two advantages.

Firstly, it shows initiative. Secondly, it demonstrates a high level of commitment to the industry. Both are very effective strategies, and when coupled with a leadership management qualification, forms a powerful selling point that you are serious about the role.

#### DEMONSTRATE SELF-AWARENESS

Forewarned is forearmed when you're at the interview stage. Research what questions your potential employer is most likely to ask. In terms of leadership roles, managers will want to know what your key skills are and how you will apply these skills to their business.

They will ask you to describe your style of leadership, and what strategies you use to prioritise projects. Real-life examples of your collaboration and conflict resolution strategies will also be on their checklist. Being prepared will give you the confidence that comes from anticipating what's on your prospective employers' radar.

# What You Gain from a Leadership Management Qualification

## LIFELONG SKILLS

### Your leadership management skills are for life

Research proves that good leadership improves customer satisfaction by up to 4%, with an associated increase of 1.5% in revenue growth. Simple maths tells us that an SME turning over \$20 million is \$300,000 better off simply by hiring an effective leader.

It's important to remember that 'leader' doesn't necessarily mean CEO level or above, either. Leaders who work closest with their colleagues have an exponentially greater impact on their team members.



## LIFELONG KNOWLEDGE

### Transferrable knowledge

- A leadership management qualification gives you ready access to apply for positions in any sector and field of interest,
- The principles of good leadership apply equally to workplaces of any size or complexity,
- Businesses place a premium value on the people who can communicate, innovate, collaborate, and inspire others to join them on the journey.

By investing in yourself by obtaining the right leadership management qualification, you're investing in your potential. You're also investing in the future workforce and you will have a real impact on those who follow in your footsteps.

In terms of career satisfaction, that is a compelling incentive worth achieving.




# Leadership Career Pathways

A common myth about leadership positions is that you need to work from the ground up. After all, everyone is familiar with the mailroom-to-CEO success-story analogy. If you know a management and leadership career is for you, consider accelerating the journey with the right qualifications.

## QUALIFICATIONS


Qualifications are recommended at each stage of your leadership career pathway.



When starting out, a Certificate IV in Leadership & Management (BSB40520) will set you up for entry-level management positions from the get-go.



To expand upon your knowledge, a Double Diploma of Leadership & Management (BSB50240) and Diploma of Business (Leadership) (BSB50120) is a smart choice to secure the best promotion opportunities.



If executive-level leadership roles are desired, then it's time to consider an Advanced Diploma of Leadership & Management (BSB60420), which will differentiate you as a key influencer in your profession.

## A BETTER PATHWAY TO EXECUTIVE LEVEL ROLES

A better pathway to C-Suite and executive leadership positions is by obtaining an Advanced Diploma. An Advanced Diploma is a qualification that comprises learning materials and outcomes that are more advanced than that of a diploma or certificate qualification. In terms of the Australian Quality Framework (AQF), Advanced Diplomas are at a level 6, just under a bachelor's degree, which is a level 7. However, this means you gain more practical and relevant skills compared to the exploration of theory and concepts you see in levels 7 and above.

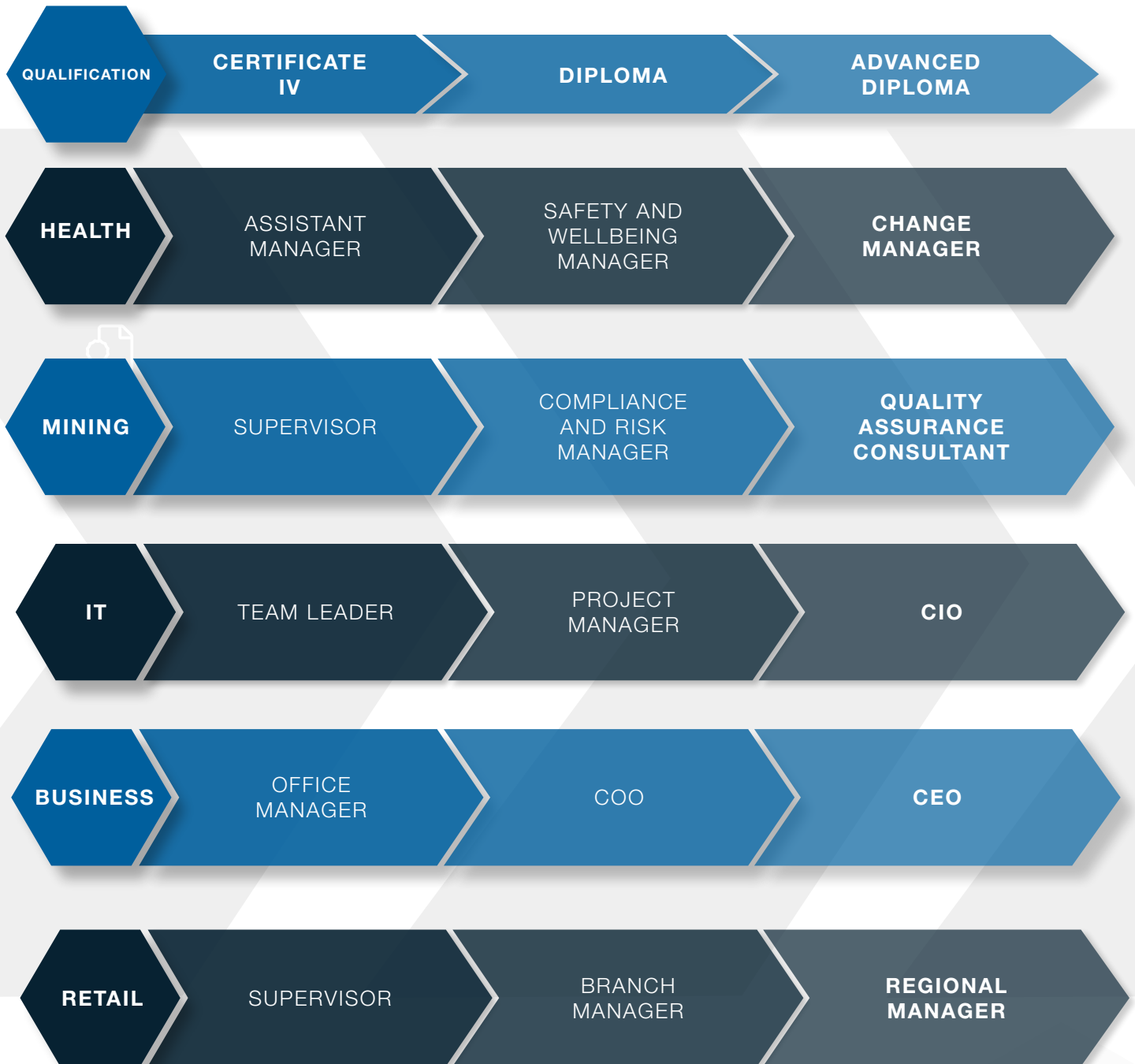
An Advanced Diploma will shortcut your career trajectory, secure a desirable salary and help you receive promotions or senior leadership opportunities. These include general leadership roles like;

- Executive Manager
- Senior Manager,
- Regional Manager,
- Head of Strategy, and
- Business Development Manager.

# Industry Job Roles

## JOBS BY INDUSTRY AND QUALIFICATION

Beyond these more general type leadership roles, you can look to C-Suite positions, such as those in the industries profiled below.



### CAREER TIP



*Due to the transferrable and generalised nature of leadership skills, you can move between sectors as your career advances.*

# Industry Job Roles

## JOBS BY INDUSTRY AND QUALIFICATION

Beyond these more general type leadership roles, you can look to C-Suite positions, such as those in the industries profiled below.

	HEALTH	MINING	BUSINESS	RETAIL
Certificate IV in Leadership & Management	Assistant Manager	Team Leader	Office Manager	Supervisor
Diploma of Leadership & Management	Safety & Wellbeing Manager	Compliance & Risk Manager	COO	Branch Manager
Advanced Diploma of Leadership & Management	Change Manager	Quality Assurance Consultant	CEO	Regional Manager

### CAREER TIP



*Due to the transferrable and generalised nature of leadership skills, you can move between sectors as your career advances.*

# Certificate IV in Leadership & Management

**BSB40520**

CAL's Certificate IV in Leadership & Management (BSB40520) has been created by industry experts to give you the skills you need to succeed in a leadership role by understanding your management style, and how to communicate that to a team effectively.

## DESIGNED FOR

This qualification is for those ready to take the leap into a leadership position. Whether this means you're currently working in a team and wanting to take on a leadership position, or you're wanting to start a new career in the management industry.

The Certificate IV in Leadership & Management (BSB40520) teaches the basic building blocks of leading a team and overseeing and managing smaller projects, making it the perfect first course to get your foot in the door.

## LEARNING OUTCOMES

- Communicate effectively to members of your team to allow the best solutions for everyone
- Confidence in your management and leadership style to lead a team
- Understanding of how to manage performance to get the best out of a team
- Organise and prioritise projects to manage them efficiently

## MID-LEVEL QUALIFICATION

### UNITS



**A total of 12 units to achieve your qualification**

### DURATION



**Generous 24-month self-paced enrolment period**

Part-time: approx 10 - 12 months  
Full-time: approx 8 months

### CAREER OPPORTUNITIES



- Team Leader
- Assistant Manager
- Supervisor

**Pursue a higher level career in leadership.**

Try the:

**Diploma of Leadership & Management (BSB50420)**

*Perfect for those already in leadership position that want to grow their skills.*



# Diploma of Leadership and Management

**BSB50420**

CAL's Diploma of Leadership and Management has been designed by industry experts to give you all the skills and techniques that modern managers require to be able to lead, inspire and motivate their teams.

## DESIGNED FOR

This qualification is for professionals working in a vast range of industries and businesses looking to take the next step in their career, towards a managerial or leadership specific role.

The Diploma of Leadership and Management (BSB50420) teaches management skills and knowledge for leading a team of professionals.

## LEARNING OUTCOMES

- Use emotional intelligence in the workplace to gain the best performance from your employees
- Create and develop recruitment strategies and plans
- Develop important financial plans and budgets for your business and team
- Lead and manage organisational change and help to facilitate continuous improvement

## MID-LEVEL QUALIFICATION

### UNITS



**A total of 12 units to achieve your qualification**

### DURATION



**Generous 24-month self-paced enrolment period**

Part-time: approx 14-16 months  
Full-time: approx 12 months

### CAREER OPPORTUNITIES



- Team Leader
- Business Manager
- General Manager

**Save hundreds of hours of study by upgrading to the Double Diploma**

**Combine with:**

**Diploma of Business (Leadership) (BSB50120)**

*Develop your operational and strategic business management skills and use them to a wide range of industries.*



# Advanced Diploma of Leadership and Management

**BSB60420**

CAL's Advanced Diploma of Leadership & Management (BSB60420) has been created for those wanting to lead at a higher level across a range of industries and professions. Lead at the highest level with a course curated by industry leaders and experts.

## DESIGNED FOR

This course is for students looking to take their career in business management to the next level. For those looking to gain the necessary skills to become a competent senior manager and lead your enterprise to success, the Advanced Diploma of Leadership & Management (BSB60420) teaches you how to manage an entire operation or business, with effective leadership skills.

## LEARNING OUTCOMES

- Use strategic leadership skills to effectively run large corporations, businesses, and teams
- Have the ability to use persuasive communication in a positive way to create a collaborative work environment
- Manage the growth of an organisation and continuously implement strategies to improve the business and leadership
- Know how to respond to complex problems and issues and know how to proactively work against them

**Save hundreds of hours of study by upgrading to the Double Diploma**

**Combine with:**

**Diploma of Leadership & Management (BSB50420)**

*Develop and formalise your strategic leadership skills.*

## HIGH-LEVEL QUALIFICATION

### UNITS



**A total of 5 core and 5 elective units to complete your qualification**

### CAREER OPPORTUNITIES



**Generous 24-month self-paced enrolment period**

Part-time: approx 18 - 20 months  
Full-time: approx 18 months

### CAREER OPPORTUNITIES



- Business Development Manager
- Business Director
- CEO

### ENTRY REQUIREMENTS

To satisfy entry requirements for this Advanced Diploma, you must have either completed a Diploma or Advanced Diploma from the BSB Training Package or have two years of full-time work experience. If you don't meet the entry requirements yet, we offer the option to combine this qualification with our Dual Qualification Package. For more information speak to one of our Learning Consultants.

# FAQs

## RECOGNITION

### Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

## REQUIREMENTS

### Are there any prerequisites for this course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

### What IT requirements do I need to complete this course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

## SUPPORT

### What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

### I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

## COURSE STRUCTURE

### How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

### What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

### How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time you could see you complete the course in approximately 20 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

### When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

# Why CAL?

## UNIQUE AND FLEXIBLE LEARNING

“ We’re committed to **igniting real change** by inspiring one student at a time and giving them the power to shape their world. ”

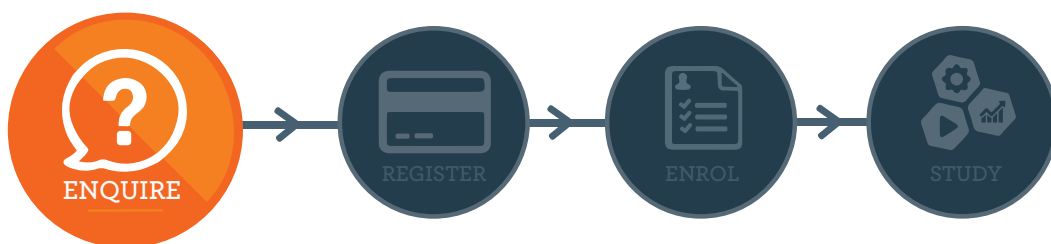
CAL was formed as a Registered Training Organisation (RTO) in 2009 by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



**In just four easy steps you'll be on your way to taking your career to new heights.**



Now that you've enquired, the next step is to apply to enrol. You'll be put in contact with your own Professional Learning Consultant who will guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

**Take the first step in advancing your career and apply to enrol today.**

**Apply now, start tomorrow**