Choosing QAT

Queensland Academy of Technology has a strong international profile, with a proven reputation for creating careers and pathways to further education. Today, the Queensland Academy of Technology is a provider of quality education and training, recognised by the Australian Standard Qualification Authority (ASQA). With over 10 years of experience, QAT continues to achieve success and provide quality courses to students Australia-wide.

Course Description

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Career Outcomes

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. They use communication skills to support individuals and teams to meet organisational or enterprise requirements.

They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Further Study Opportunities

Completion of this nationally-recognised course offers graduates the chance to develop their skills further as a Account Manager or Operation Manager with a QAT Advanced Diploma of Management.
Course Units
- BSBFIM501: Manage budgets and financial plans
- BSBPMG522: Undertake project work
- BSBLDR501: Develop and use emotional intelligence
- BSBLDR502: Lead and manage effective workplace relationships
- BSBMGT517: Manage operational plan
- BSBHRM513: Manage workforce planning
- BSBCUS501: Manage quality customer service
- BSBMGT502: Manage people performance
- BSBSUS501: Develop workplace policy and procedures for sustainability
- BSBWOR502: Lead and manage team effectiveness
- BSBADM502: Manage meetings
- BSBHRM405: Support the recruitment, selection and induction of staff

Course Duration
- 52 Weeks
- Approximately 12 months
- Full Time (Monday & Tuesday)

Entry Requirement
- IELTS 5.5 or equivalent (R&W 5.5 L&S 5.0)
- TOEFL 525/195/69 (paper/ computer/ internet)

Timetable

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<th>Monday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9:00-12:00</td>
<td>Lecture</td>
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<td>12:00-1:00</td>
<td>Lunch</td>
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<td>1:00-5:30</td>
<td>Lecture</td>
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<td>Supported study/ Tutorial</td>
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Distance Education 5 Hours

Intakes Dates
- Every 8 weeks
- Contact with QAT staff for further information

Why Study this Program
This course is the starting point for your career in the world of business. This program gives you the essential knowledge and skills for the day-to-day tasks required of entry level employees in the business sector. You will learn the basics of Microsoft office, customer service and workplace health and safety, as well the communication and organisational skills needed to work effectively in your current or future role.

Assessment
All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentations.

Course Price
Contact QAT staff for further information about price.