

VTP297 Leadership Communication Skills



DESCRIPTION

This program will help participants develop the verbal and written communication skills required to operate effectively as a workplace leader. This includes becoming a skilful communicator, preparing and delivering workplace presentations and writing complex documents.

ELIGIBILITY/ENTRY REQUIREMENTS

Students will need to demonstrate an appropriate level of language, literacy and numeracy skills to undertake this program.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Available throughout the Northern Territory	Twelve (12) weeks	Online/distance

Students will study from home and receive training and assessment materials through Learnline, CDU's online learning platform.

2020 FEES

This course has a total of 120 nominal hours, and thus the qualification cost is:

- NT Domestic Subsidised Fees: \$408
- Domestic Full Fees: \$1,800

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed with an initial interview with an assessor.

RESOURCES

Students are issued with online learner guides, readings and assessment tasks for each unit.

Learning materials and activities are accessed through Learnline, CDU's online learning platform, and may be supported with a textbook available from the CDU Library.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB42015 Certificate IV in Leadership and Management.

PROGRAM CONTENT

This training program covers three (3) units of competency taken from the BSB - Business Services Training Package, which is recognised nationwide.

UNITS

BSBLDR401	Communicate effectively as a workplace leader
BSBCMM401	Make a presentation
BSBWRT401	Write complex documents

WITHDRAWING FROM A PROGRAM

You may withdraw from this program and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

ASIA PACIFIC COLLEGE OF BUSINESS AND LAW

VET Business

T. 08 8946 8877

E. vet.business@cdu.edu.au

W. www.cdu.edu.au/cdu-vet

Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.