



LEADERSHIP & MANAGEMENT

Industry Report

Industry / Careers / Qualifications

LEADERSHIP & MANAGEMENT

Industry Report



CONTENTS

- Industry Snapshot
- Careers
- Responsibilities & Skills
- Qualifications and RPL
- Certificate IV Explained
- Diploma Explained
- Advanced Diploma Explained
- Graduate Diploma Explained
- Example position titles
- Case studies
- Complementary Qualifications

Leadership and Management opportunities exist in every sector of the workforce from government and corporate, to mining, retail, construction and everything in between. Leader / manager job roles are in high demand in a variety of organisations from small businesses to large corporations.

We offer Leadership and Management qualifications through Recognition of Prior learning (RPL) at a range of levels to meet the entry requirements for leader / manager roles at a variety of advisory and management positions.

Our leadership and management qualifications include:

- BSB40520 Certificate IV in Leadership and Management
- BSB50420 Diploma of Leadership and Management
- BSB60420 Advanced Diploma of Leadership and Management
- BSB80320 Graduate Diploma of Strategic Leadership
- BSB80120 Graduate Diploma of Management (Learning)

INDUSTRY SNAPSHOT

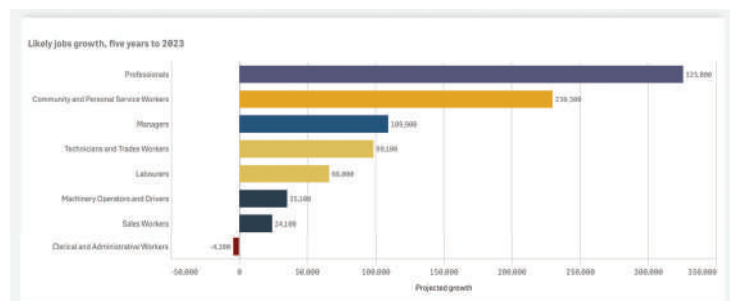
In our 14 years of business we have noticed one clear standout in terms of the most in demand skill set – **leadership and management**.

Through all the hype around technology and innovation, the skills that are making the most difference in everyday workplaces across Australia come down to one key pressure point in every business: **people**.

There are 1,581,600 Managers currently employed in Australia. One in four are aged 55 years or older, that's roughly 395,400 managers who are 55+.

So, here's the interesting thing about that number ... in the next decade, we will have hundreds of thousands of managers reaching retirement age and creating an opportunity for promotions as younger supervisors are coming through the ranks.

In addition, the Future of Work Report forecasts 109,900 more managerial positions by 2023.



Brent Gleeson, writing for one of the leading business publications in the world, **Forbes**, says,

"Systems and cultures designed to develop new leaders and truly empower them is the key to success in any 21st century organisation."

LEADERSHIP & MANAGEMENT

Industry Report



LEADERSHIP & MANAGEMENT CAREERS

Leadership and Management roles exist in every organisation, at a variety of levels from team leader to CEO. In any role, there are two combinations of skills, knowledge and experience in play: how do you deliver on a technical skill set, and how do you work effectively with people? Let's face it, most times it is leading people that can be much more challenging than learning your technical expertise. And employers know it.

According to the Australian Industry and Skills Committee the top five leadership and management roles in demand are:

- Program or Project Administrator
- Corporate General Manager
- Contract Administrator
- Office Manager
- General Managers

A look at online job sites such as Seek and Indeed reveals a wide range of roles in the Leadership and Management sphere:

- Construction Manager
- Engineering Manager
- Human Resources Manager
- CEO
- Operations Manager
- Managing Director
- Finance Manager
- WHS Manager
- Retail Manager
- Service Manager
- Management Consultant
- Project Manager
- Business Development Manager
- Warehouse Operations Manager
- Administration Manager
- IT Manager
- Contracts Manager
- Security and Risk Manager
- Client Services Manager

LEADERSHIP & MANAGEMENT SKILLS AND RESPONSIBILITIES

Given that management roles are by nature concerned with managing people, high standards of communication are required. You will require both interpersonal and reporting skills. You will need to be able to tailor your communication, whether written or verbal, to your audience and be persuasive. Achieving organisational outcomes is always a team result, and effective leadership is central to success.

In addition to communication skills, there are a consistent set of soft skills required by leadership and management roles:

- Collaboration – Ability to work as part of a team.
- Initiative and enterprise – Develop better systems, lead your team through change.
- Analytical thinking – Ability to analyse and advise on data and events
- Commercial acumen – Especially ability to look at broader business implications
- Relevant work experience – Employers will be looking for experience in a similar industry/role.
- Planning and organisational skills – Coordinate responses, manage and plan
- Self-Management – Adhere to procedures, prioritise, time manage
- Learning – Develop, implement and monitor development plans
- Technological literacy – Ability to evolve with technological advances.

The top 10 leadership skills, according to *CEO Magazine* are:

Integrity, Team building, Positivity, Communication, Listening, Emotional Intelligence, Delegation, Decision-making, Collaboration, Flexibility.

LEADERSHIP & MANAGEMENT

Industry Report



QUALIFICATIONS & RECOGNITION OF PRIOR LEARNING

Employers are on the hunt for strong people managers because they know that effective teams deliver the best results for a business.

Management focuses on guiding people to fulfil tasks and follow processes.

Leadership focuses on communication and connection between people. When both management and leadership are done well everyone grows and the business grows with it.

That is why Australia's nationally recognised qualifications focus on both Leadership and Management. These qualifications are in demand in the employment market.

Having both the people management experience, and the qualifications to match, puts you in good stead for the rising number of management roles opening up across Australia.

The bad news is that not holding qualifications that confirm your leadership and management skills will hurt your job prospects. Employers will overlook you in favour of candidates who do have qualifications.

The good news is that Churchill Education has spent years crafting an approach to help identify the qualifications that best match your experience, and a straight forward process to get you qualified by tapping into that experience.

Recognition of Prior Learning (RPL) is the process through which your skills, knowledge and experience can be converted into nationally recognised qualifications.

In this section we give you an explanation of each of our Leadership and Management qualifications, areas of competency for eligibility, examples of position titles, responsibilities and case studies relevant to each.

What is Certificate IV in Leadership and Management about?

At a Certificate IV level, you are still early in your management career. You usually have responsibility for a small team and you will report up to a higher manager who directs policies and procedures. Your job is to ensure you and your team are executing on the brief.

Even better, this qualification suits a range of industries for people who are establishing their leadership and management career.

It reflects an ability to self-manage, and also to lead, guide and support others. Individuals at this level demonstrate some responsibility for monitoring, organising and achieving team objectives. They implement solutions to problems, and provide analysis and evaluation based on a variety of information.



CASE STUDY: Phillip - Defence

After multiple deployments, Phillip was injured and had to prepare for exit. He says the process of gaining RPL made him feel legitimised, recognised and given a fair go, after realising his specialist skills did not easily translate to the outside world.

There are no prerequisites to enrol in the Certificate IV in Leadership and Management. The qualification is comprised of four core units plus eight elective units - according to the direction you want to take.

The core units focus on the following areas:

- Communication
- Ability to lead workplace relationships
- Team leadership
- Plan implementation

Examples Position Titles:

- Program or Project Administrator/Coordinator
- Team Leader
- Site Supervisor
- Leading Hand
- Coordinator

LEADERSHIP & MANAGEMENT

Industry Report



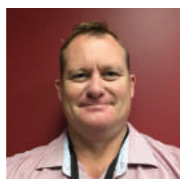
What is BSB50420 Diploma of Leadership and Management about?

Operating at a Diploma level in leadership and management, you will be balancing two key areas: overseeing people, and tracking the development of strategy at an operational level so that policies and procedures have your input and expertise.

At the diploma level you must be able to demonstrate an ability to apply practical skills, experience and knowledge in a leadership and management capacity in a range of contexts. You possess judgement and initiative in organising, planning, monitoring and implementing your work and the work of others.

Your communication skills support teams and individuals to achieve organisational objectives. You create solutions to problems, analyse data from complex sources and identify opportunities for improvements.

There are no pre-requisites to enrol in the Diploma of Leadership and Development. The qualification is comprised of four core units plus eight elective units.



CASE STUDY: Derek Keir

Before converting his 27 year military career with RAAF into nationally recognised qualifications through RPL, Derek had applied for close to 70 jobs and been knocked back for all of them. Then he landed his dream job!

The core units focus on the following areas:

- Effective workplace relationships
- Emotional intelligence
- Planning
- Team management

Example Position Titles:

- Office Manager
- Project Manager
- Account Manager
- Branch Manager
- Administration Manager
- Small business owner

What is the BSB60420 Advanced Diploma of Leadership and Management about?

At this level you are the person spearheading the effectiveness of an organisation – from high level delivery on strategy to strongly designing a positive people culture.



CASE STUDY: Jeremy Stone

Jeremy converted a lifetime of mining experience into a range of qualifications through RPL, which allowed him to move into the position of Mine Operations Manager!

Advanced Diploma skill sets are highly sought after. At the advanced diploma level your leadership and management experience is complimented by specialist skills and knowledge, in a range of contexts.

You demonstrate judgement, initiative, planning and implementation across a range of functions. You are responsible for a range of individual and team objectives. You use well developed communication and cognitive skills to analyse information from a range of sources. You mentor others and create strategies to address complex problems.

There are no pre-requisites to enrol in the Advanced Diploma of Leadership and Management. The qualification is comprised of four core units plus eight elective units.

The core units focus on the following areas:

- Financial management
- Change management
- Organisational leadership
- Business plans

Example Position Titles:

- General Manager
- Business Manager
- Executive Director
- Executive Manager
- Human Resources Manager
- Sales Team Manager

LEADERSHIP & MANAGEMENT

Industry Report



What is the BSB80320 Graduate Diploma of Strategic Leadership about?

The keyword at a Graduate Diploma level (which is higher than a Bachelor degree) is strategic – setting the strategic direction for an organisation and leading your broader team to achieve this vision.

You have managers looking to you to set the vision for the success of the business. To be eligible for the Graduate Diploma of Strategic Leadership through recognition of prior learning, you must demonstrate strategic leadership and management experience, and the application of advanced skills and knowledge.

You are a high-level decision maker, adept at handling organisation responsibility, and able to use judgement and initiative to implement leadership and management responsibilities. You are accountable for the work and function of others.

You are able to analyse information from a range of sources to create solutions to complex problems and create strategies for improvement. Your well-developed communication skills mean that you are able to explain scenarios in a clear and straight forward manner, so that team objectives can be achieved.

The prerequisites to qualify for the Graduate Diploma are:

- Diploma or Advanced Diploma in a related field, and three years leadership and management experience; or
- Bachelor degree in a related field, and two years leadership and management experience; or
- Five years experience at a high level of leadership and management.

The qualification is comprised of two core units and six electives. The core units focus on leading personal and strategic transformation, and leading the strategic planning process for the enterprise.

Example Position Titles:

- Chief Executive Officer
- Chief Operating Officer
- Managing Directors



CASE STUDY: Zoe Hutchinson

National Contract Manager, Zoe, was able to transform a career in Quality Systems Auditing, Integrated Risk Management and Senior Level Strategic Thinking into three impressive qualifications through RPL, including a Grad. Dip.

What is the BSB80120 Graduate Diploma of Management (Learning) about?

Increasingly, organisations are looking for talented people who know how to develop a culture and embedded approach to organisation wide learning and knowledge development.

You can be responsible for ensuring that staff development needs, assessments and capability gaps have been met with an overarching response to training and coaching of managers, team leaders and employees in a consistent development effort.

To be eligible for the Graduate Diploma of Management (Learning) you must be able to demonstrate specialist skills and knowledge in capability development and organisational learning.

You are able to evaluate and create complex ideas. You design, initiate and execute learning and development in an organisation. You have full accountability for the work of others.

This qualification is relevant to leaders and managers who use learning to build organisational capability.

Continued next page...

LEADERSHIP & MANAGEMENT

Industry Report



There are no pre-requisites to enrol in the Graduate Diploma of Management (Learning)

The qualification is comprised of two core units plus six elective units. The core units address leading innovative thinking, and applied research.

Examples Position Titles:

- Learning & Development Manager
- Human Resources Manager
- National Training Manager
- Head of People & Culture
- Learning & Development Specialist
- Professional Development Manager
- Learning & Organisational Development
- Consultant
- Training Coordinator

Using RPL qualifications as credit towards university studies:

Many people who have gained qualifications with Churchill Education have used them to gain credit towards further education, including Bachelor degrees or Masters at university.

All nationally recognised qualifications can be used for credit transfer. Most universities state that the amount of credit granted depends on the specific application of an individual.

What other qualifications complement a Leadership and Management career?

Leadership and Management is a career path best built on the back of another career. Managing people is central, and communication skills are key. In order to be an effective leader it is essential that you have a high level of experience in a number of capacities, and can take a big picture view of the organisation.

The specialist complementary skills and qualifications we often found mentioned were:

- Business administration skills
- Quality Auditing qualifications
- Human Resources qualifications
- Security and Risk Management qualifications
- Training and Assessment qualifications
- Incident Investigation qualifications
- Work Health Safety qualifications

From there, it helps to align the qualifications to a similar level that sits with your Leadership & Management qualification.

Certificate IV Level

Certificate IV Business
Certificate IV in Human Resources Management
Certificate IV in Work Health and Safety
Certificate IV in Project Management Practice

Diploma Level

Diploma of Business
Diploma of Human Resources Management
Diploma of Work Health and Safety
Diploma of Project Management
Diploma of Quality Auditing

Advanced Diploma Level

Advanced Diploma of Business
Advanced Diploma of Work Health and Safety
Advanced Diploma of Human Resource Management
Advanced Diploma of Program Management

We hope you found our Leadership & Management Industry Report helpful. Contact us to find out what qualifications you might be eligible for through RPL:

Call: 1300 793 002

Email: hello@churchilleducation.edu.au