



# Advanced Diploma of Leadership and Management

National Course Code BSB60420 CRICOS Course Code 105605J

## COURSE PROFILE

<b>Duration:</b>	<b>78 weeks</b> (54 Weeks Tuition plus 24 weeks holidays)
<b>Qualification:</b>	Advanced Diploma (AQF)
<b>Training Package:</b>	BSB Business Services Training Package
<b>Delivery Mode:</b>	Full time (20 hours per week) blended (face-to-face and online) Up to one-third of the course is delivered online
<b>Tuition Fee:</b>	AUD \$11,000
<b>Enrolment Fee:</b>	AUD \$200 (non-refundable)
<b>Materials Fee:</b>	AUD \$300 (covers the cost of learning and other materials) Information on other fees and charges is available on our <a href="#">website</a> .

## Units of Competency

BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBCRT511	Develop critical thinking in others	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBHRM614	Contribute to Strategic workforce planning	Elective
BSBFIN601	Manage organisational finances	Elective
BSBTWK501	Lead diversity and inclusion	Elective

The **10 units of competency** are delivered throughout the **54 weeks** of tuition. The qualification is delivered over 6 terms (each term is 9 weeks) followed by holidays.

All the above listed units of competency must be completed to receive the BSB60420 Advanced Diploma of Leadership and Management qualification.

<b>Course Description</b>	This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.
<b>Entry Requirements and Pre-Requisites</b>	<p>The course will be available for those students who are 18 years or older and have completed Year 12. International Students are required to have an English ability at the IELTS 5.5 or equivalent.</p> <p>Student must have completed Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</p>
<b>Vocational Outcomes</b>	<p>After completion of the qualification, a person could obtain employment opportunities in various business and commercial enterprises as a:</p> <ul style="list-style-type: none"> <li>• Area Manager,</li> <li>• Department Manager, or</li> <li>• Regional Manager.</li> </ul> <p>Job roles and titles may vary across different industry sectors.</p>
<b>Target Group</b>	Local and international students who require skills in management as well as those with substantial experience in business/management industry gained through employment but who lack a formal management qualification.
<b>Course Completion</b>	Students obtaining a 'competent' result for all listed competencies will achieve an Advanced Diploma of Leadership and Management. A Record of Results will be issued to students who compete less than required units.
<b>Protection of fees paid in advance</b>	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
<b>Trainers and Assessors</b>	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
<b>Assessments</b>	Assessments are conducted during and on completion of training for each unit to determine if the learner is competent. The assessments are conducted using knowledge and skills assessments. Assessment methods may include: Assignment, Questioning (Oral/Written), Case Study, Third Party Report, In Class Activities, Observations, Role Play and RPL.
<b>Articulation</b>	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Advanced Diploma the students may be eligible for exemption in relevant undergraduate courses.
<b>RPL and Exemptions</b>	AIE must recognise the AQF qualifications and statements of attainment issued by any other RTO. RPL and Credit Transfer are available for students to access



	prior to enrolment. More information is available in our student handbook.
<b>Training Location and other Facilities</b>	AIE trains and assesses its students from its Sydney CBD Campus and Parramatta Campus that are fully equipped with facilities including classrooms, computer lab, wireless internet, overhead projectors, books borrowing facility, and a student sitting and recreation area.

For further information, please visit our website:

[www.apexaustralia.edu.au](http://www.apexaustralia.edu.au)