

## BSB60420

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

**CRICOS COURSE CODE: 105021M**

### ABOUT THE COURSE

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.

### COURSE DETAILS

<b>Provider Name</b>	Australian College of Technology & Business
<b>RTO Code</b>	32017
<b>CRICOS Code</b>	03164M
<b>Delivery Location</b>	100 Brunswick St, Fortitude Valley QLD 4006, Australia
<b>Delivery Mode</b>	Face to face (Classroom based)
<b>Duration</b>	52 weeks, including 44 study weeks and 8 weeks of holidays.
<b>Study Load</b>	20 hours per week in the classroom
<b>Estimated Self-Study Hour</b>	5 hours per week (may be more or less depending on learner's pre-existing skills and knowledge)

## FEES STRUCTURE

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**AUD 6,000**  
TUITION FEES

**AUD 850**  
NON-TUITION FEES

**AUD 6,850**  
TOTAL FEES

## COURSE ENTRY REQUIREMENT

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- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

### In addition to above:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Northwest Pty Ltd. is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

**Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Northwest Pty Ltd. to identify student's needs for additional support during their study with Northwest Pty Ltd.**

## ADDITIONAL ENTRY REQUIREMENTS

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- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment face to face only.
- Student must have sound digital literacy.

## ORIENTATION:

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New student Orientation will be done face to face only. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact **+61 7 3852 6967** or [info@actb.com.au](mailto:info@actb.com.au). Please email or call the student administration should you require any additional support.

## CLASSES:

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All classes will be conducted face to face at the student's respective campus of enrollment.

## ASSESSMENT:

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Assessment tasks will vary for each unit of competency. The Trainer or Assessor will explain the assessment requirements and due dates in class. Late submission fees applies if the assessment is not submitted on or before the due date.

## SUPPORT:

All staff at ACTB Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies.

## COURSE STRUCTURE

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60420 Advanced Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

CODE	TITLE	CORE/ ELECTIVE
<b>BSBSTR601</b>	Manage innovation and continuous improvement	Core
<b>BSBCRT611</b>	Apply critical thinking for complex problem solving	Core
<b>BSBLDR602</b>	Provide leadership across the organisation	Core
<b>BSBLDR601</b>	Lead and manage organisational change	Core
<b>BSBOPS601</b>	Develop and implement a business plan	Core
<b>BSBINS601</b>	Manage Knowledge and Information	Elective
<b>BSBFIN601</b>	Manage organisational finances	Elective
<b>BSBTEC601</b>	Review Organisational Digital Strategy	Elective
<b>BSBSUS601</b>	Lead Corporate Social Responsibility	Elective
<b>BSBPMG637</b>	Engage in Collaborative Alliances	Elective



## PATHWAYS

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Once students have successfully completed **BSB60420 Advanced Diploma of Leadership and Management**, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

**The further study pathways available to students who undertake this qualification include:**

- Graduate Diploma (AQF level 8) courses.
- Other Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

## ASSESSMENT METHODOLOGY

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Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**WRITTEN  
QUESTIONS**



**PROJECTS**



**PRESENTATIONS**



**REPORT  
WRITING**



**ROLE PLAYS/  
OBSERVATIONS**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

## REFERENCE TEXTBOOKS

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*Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016*



## GET IN TOUCH

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info@actb.com.au

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