

# BSB60420 Advanced Diploma of Leadership and Management

(CRICOS Code: 108270C)

## International Students



# Leadership & Management

### Course Description

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.

### Duration

52 Weeks - Full Time Study (including a maximum of 12 weeks breaks)

### Pathways

#### *Pathways into the qualification*

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions),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.

#### *Pathways from the qualification*

Higher education programs in business management

### Employment Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- manager
- senior manager

### Modes of Study

The modes of study include:

- Online and face-to-face classroom-based training (Blended delivery)

### Assessment Methods

Assessment methods include written work, projects, observations and case studies.

### Entry Requirements

- 18 years or older
- Satisfactorily completed year 12 or equivalent
- IELTS 6.0 or equivalent
- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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.
- Must have:
  - Access to a computer (with Adobe Reader, Microsoft Word and a web browser)
  - Access to the Internet
  - Access to a video and audio recording device
  - Computer skills including an understanding of how to access an online video conferencing software, how to use Microsoft Word and Adobe Reader, and be able to download, scan and upload documents, and how to access online materials.

(If you need any help regarding access to a computer and meeting the computer skill requirements, the college can provide support for you).

## Course Contents/ Units of Competency

### CORE UNITS

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBLDR601 Lead and manage organisational change
- BSBLDR602 Provide leadership across the organisation
- BSBOPS601 Develop and implement business plans
- BSBSTR601 Manage innovation and continuous improvement

### ELECTIVE UNITS

- BSBSTR602 Develop organisational strategies
- BSBHRM614 Contribute to strategic workforce planning
- BSBXC501 Lead communication in the workplace
- BSBCRT511 Develop critical thinking in others
- BSBFIN601 Manage organisational finances

Elective units have been selected by the College in consultation with industry experts.

Training Product Status: Current

Training Product Release Date: 19 October 2020



NATIONALLY RECOGNISED  
TRAINING

## Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. The College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

## Campus Location

Level 9, 120 Spencer Street, Melbourne Victoria 3000, Australia

## How to Apply

Complete an Application Form and submit it to the College. Form available on <https://www.melbournecitycollege.edu.au/how-to-apply>

## Important Information

**Intake Dates:** Monthly

**Fees & Charges:** Please check on <https://www.melbournecitycollege.edu.au/course-fees>

**Policies & Procedures (Including Refunds):** <https://www.melbournecitycollege.edu.au/policy-procedures>

**For further information such as student support services, timetables and other information regarding the College, please visit:** <https://www.melbournecitycollege.edu.au/>

## WHY MELBOURNE CITY COLLEGE AUSTRALIA?

- Close links with the industry
- Highly qualified trainers
- Value for money
- Modern equipment
- Payment Plan
- Excellent student support services
- Easily accessible campus
- Extra English support classes
- Small class sizes



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