



BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 0101253

National Qualification Code: BSB61015

Course Duration: 65 Weeks (Includes term breaks)

Delivery arrangement: Face to Face and Online

Next start dates: See website for details or contact admissions

COURSE DESCRIPTION

The Advanced Diploma of Leadership and Management has been designed for 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 synthesize 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.

STUDY AND ENJOY MULTICULTURAL BURWOOD

Skyline International College is just 12 minutes by train from the heart of the city of Sydney. The campus is in the center of Burwood and is just 2 minutes from the Burwood train station or bus stop. Burwood is multicultural and is a destination for international students to live and work.

ENTRY REQUIREMENTS

International students must be 18 years or older and provide evidence to demonstrate both academic and English language entry requirements as follows:

Academic Requirements:

- Successful completion of Year 12 or equivalent; or other relevant school qualification/s **and**
- Successful completion of a VET qualification in Australia at Certificate IV or Diploma level or Successful completion of an Australian or overseas Tertiary level course such as a bachelors level degree

English Language Requirements:

- Academic IELTS 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre

Any AQF qualification at the Certificate IV level or above in any discipline area delivered and assessed in English only will be deemed as meeting both the academic and English language entry requirements.

RESOURCES REQUIREMENTS

We provide access to your course materials through eSpace (Moodle platform) and course handouts. The course materials fee is \$250.

You can buy the course textbooks and workbooks if you wish. We have computers and student access at College, required software's (eg, Microsoft suite) are installed in college computers for students to use.

VOCATIONAL OUTCOME

Occupational titles suited to our choice of electives may include:

- Supervisor
- Operations Manager

COURSE STRUCTURE

Our course has been designed to meet the requirements for the BSB61015 Advanced Diploma of Leadership and Management. It contains 12 units of competency as follows:

- 4 core units
- 8 elective units

Unit Code	Unit Title	Core/Elective
BSBFIM601	Manage finances	Core
BSBINN601	Lead and manage organisational change	Core
BSBMGT605	Provide leadership across the organisation	Core
BSBMGT617	Develop and implement a business plan	Core
BSBDIV601	Develop and implement diversity policy	Elective
BSBMKG609	Develop a marketing plan	Elective
BSBMGT608	Manage innovation and continuous improvement	Elective
BSBINM601	Manage knowledge and information	Elective
BSBRISK501	Manage risk	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBMKG605	Evaluate international marketing opportunities	Elective
BSBADV602	Develop an advertising campaign	Elective

DELIVERY METHODS

The course is delivered across 45 weeks over 5 terms.

The delivery mode is blended delivery mode combining classroom and online delivery.

Classroom learning This blended mode means we conduct face to face delivery for 15 hours per week supplemented by structured online learning for 5 hours per week. Once you start the course, the trainers will explain how the classes will run 15 hours per week in classroom. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work.

Structured online learning There is an extra 2 hours per week programmed outside of 20 scheduled contact hours where you revise and practice to reinforce classroom learning. The online learning is set up by unit and topics so it is easy for you to explore and then work through each unit of study. Some people will move more quickly through the material and others may take a bit more time depending on your confidence in the topics.

SAMPLE TIMETABLE

Day	Face to Face (15 hours/week)	Online (5 hours/week)
Wednesday	8.00 am - 4.00 pm	Self-Study (at your own time).
Thursday	Lectures, group work, oral work, case studies, business simulation, practice	Revise and practice classroom learning.

ASSESSMENTS

Students are required to complete a range of tasks as part of the assessment requirements for each unit. Each unit assessment takes about 9-20 hours outside of class hours. Assessments methods may include:

1. Knowledge questions/tests
2. Projects.

Within the Projects there may be a number of tasks and methods used to gather evidence of competency such as:

- Web based research and reports
- Scenarios and case studies
- Practical demonstrations observed by the Assessor
- Business simulations
- Presentations observed by the Assessor

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

RPL and credit transfer (CT) can be applied for at the time of enrolment or during orientation and the original or certified copy must be provided. A fee is payable for assessing your RPL status or processing your credit transfer, please refer to our price lists in the handbook and website. If credit is granted, international students may have their course and visa shortened.

Pathway from Diploma of Leadership and Management to Advanced Diploma of Leadership and Management

Students who have completed the Diploma of Leadership and Management or relevant units will be offered credit transfer. This will reduce the duration of study in the Advanced Diploma of Leadership and Management from 5 terms (direct entry) to 4 terms at Skyline International College.

COURSE COMPLETION

Upon successful completion of all the required units of this course, you will receive a nationally recognised qualification in BSB61015 Advanced Diploma of Leadership and Management. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a BSB61015 Advanced Diploma of Leadership and Management.

PATHWAYS

Under mutual recognition, the Qualification or Statement of Attainment awarded by Skyline International College will be recognized by other RTOs Australia wide. Upon successful completion of this course, students may choose to study:

- An undergraduate degree at universities or higher education providers that are willing to accept your credentials and experience (subject to higher education providers course entry requirements).

TRAINING AND OTHER FACILITIES

Skyline International College campus is fully equipped with required facilities including modern computer lab with internet access and required IT software's, data projector and resources borrowing facility, printing and photocopying facility and a student common area.

SKYLINE INTERNATIONAL COLLEGE CONTACT DETAILS

Suite 701, Lvl 7 and Suite 508, Lvl 5, 11-15 Deane Street
Burwood NSW 2134, Australia

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