



BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 106373A

National Qualification Code: BSB60420

Course Duration: 65 Weeks (Includes term breaks)

Delivery arrangement: Blended delivery – On campus 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 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.

STUDY AND ENJOY MULTICULTURAL BURWOOD

Skyline International College, Burwood campus 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 of walk 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/
and
- A Diploma or Advanced Diploma course from the Business Services 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(current or superseded equivalent versions) **or**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.

English Language Requirements:

- Academic IELTS 6.0 overall, no less than 5.5 in each band, or upper intermediate, or EAP from approved ELICOS/ESL centre

The academic entry requirement of the Diploma or Advanced Diploma qualification from the Business Services Training Package delivered and assessed in English only will be deemed as meeting the English language entry requirements.

RESOURCE 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 (e.g. Microsoft suite) are installed in college computers for students to use. We expect students to have digital skills to use a computer. During orientation and at the start of the course we provide training in how to use our eSpace platform.

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 BSB60420 Advanced Diploma of Leadership and Management. It contains 10 units of competency as follows:

- 5 core units
- 5 elective units

Unit Code	Unit Title	Core/Elective
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
BSBOPS504	Manage business risk	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBPMG633	Provide leadership for the program	Elective

DELIVERY METHODS

The course is delivered across 45 weeks over 5 terms.

We use a blended delivery approach combining on campus 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 5 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

Session	Face to Face (15 hours/week)	Online (5 hours/week)
Day option 2 days 8.00 am - 4.00 pm	Lectures, group work, oral work, case studies, business simulation, practice	Self-Study (in your own time). Revise and practice classroom learning.
Evening option 3 evenings 4.15pm – 9.30pm		

ASSESSMENTS

Students are required to complete a range of assessment tasks for each unit. As a guide you will need up to 20 hours per unit outside of class hours to work on your assessments. Some assessments are tests and practicals that are conducted in class time. Assessment 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

EDUCATION SUPPORT

Skyline International College provides support services for student who are unable to attend on campus or need other education support to keep studying. See out student handbook for details of the range of services and options in place including adjustments for COVID-19 conditions.

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 BSB60420 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 BSB60420 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, Level 7, and Suite 508, Level 5, 11-15 Deane Street, Burwood, NSW 2134, Australia

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