



## **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**

Skyline International College (SIC) follows the BSB Training package guidance for the entry requirements for this qualification. There are no entry requirements for this qualification and direct entry is accepted.

#### **Age and Academic Requirements:**

International students must be 18 years or older and minimum completion of Australian Year 12 secondary school education equivalent or above.

#### **English Language Requirements:**

- Academic IELTS 6.0 overall, no less than 5.5 in each band, upper intermediate, or EAP from an approved ELICOS/ESL center.
- Any AQF qualification at the Certificate III 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.

- Successfully complete the Language, Literacy, and Numeracy (LLN) and Digital literacy assessment provided by SIC prior to finalization of enrolment.

## 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

5 hours per week is scheduled contact hours in eSpace – it is a structured online delivery.

The trainer explains the learning activities that must be completed each week in the 5 hours allocated to self-directed learning in this blended mode through eSpace. Students complete the study in eSpace on their own outside of the set classroom hours. Students will be expected to have completed this online learning to keep up with the session work.

### Additional self-study

The trainer explains the learning activities that must be completed each session. There is a lot of content and the overseas students may need extra time to absorb the classroom learning.

Students complete extra self- managed study approximately 10 hours per week in the platform on their own outside of the set classroom hours. This is recommended to do study and homework and is not monitored for training hours. Students will be expected to complete this as homework to keep up with the class work. This is not monitored by the trainer and is NOT counted in the 20 scheduled contact hours per week. These hours are counted as volume of learning hours and are additional to the amount of training hours.

### SAMPLE TIMETABLE

| Session   | Face to Face<br>(15 hours/week)  | Online<br>(5 hours/week)   |
|---|--|--|
| <b>Day option</b> 2 days<br>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. |
| <b>Evening option</b> 3 evenings<br>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

## **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, 11-15 Deane Street, Burwood, NSW 2134, Australia

Tel: 1300 807 383

Email: [info@sic.edu.au](mailto:info@sic.edu.au) Website: [www.sic.edu.au](http://www.sic.edu.au)

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RTO ID: 45233

CRICOS Provider Code: 03639C