Purpose of the Course:
This course is for those who have senior or managerial responsibilities. They desire the knowledge and skills to provide strategic leadership. Competencies developed include manage organisational change, provide leadership across the organisation as well as develop and implement strategic plans for an organisation.

Entry Requirements:
- Students must be over 18 years of age,
- Students must have completed an overseas equivalent of Year 12
- Proficient in English. International students need an IELTS level of 6.0 overall with no individual band lower than 5.5, or a TOEFL 550 (paper PBT) 78 (computerised) or proof that the medium of instruction at school has been in English with a satisfactory grade in English in final examinations.
- To be able to read and comprehend course requirements
- Have an intermediate to advanced level of understanding of computers and the internet

Nominal Duration:
The requirements of AQF volume of learning for Advanced Diploma level qualifications are 1 – 2 years. Total volume of learning for the combined BSB51915 Diploma of Leadership and Management & BSB61015 Advanced Diploma of Leadership and Management is 20 hours per week for 156 weeks (3 years) that includes 11 x 10 week terms, 1 x 12-week term and 34 weeks’ holiday.

This course is only offered as a full-time only and is not offered part-time or by distance education.

Delivery Location
- Level 2 & 7, 16 – 18 Wentworth Street, Parramatta, NSW, 2150
Course Fees:
Tuition Fee: $36,000
Enrolment Fee: $150
Material and Equipment Fee: $500
Total Fees: $36,650

Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out web site or contact the college prior to enrolment to ensure fees are correct.

Delivery Strategy:
This program is delivered totally within an institution-based environment. This mode of delivery will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects.

Throughout the entire training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. These materials will be sourced from a variety of commercial providers such as IBSA, SmallPrint Australia and will also be developed in-house.

Assessment Strategy:
Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program. In some situations, the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of two or more assessments to judge competency in certain units.

Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken. The assessment matrix identifies the type of evidence that will be collected to enable judgments to be made about student’s success in units of competency. Assessments are conducted at various points though out a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

Assessment methods may include:
- Role-plays
• Written examinations
• Written/Verbal questioning
• Case studies
• Practical Projects
• Research Reports
• Assignments used to assess required skills and knowledge

Assessment Outcome:
Students will be marked either Competent (C) or Not Yet Competent (NYC) for each unit of competency.

Customisation and Contextualisation:
This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of financial environments. The program and its learning and assessment materials may be subject to customisation and contextualisation to suit the needs of individual clients where these needs have been identified and will be conducted in consultation with the relevant individual.

Recognition of Prior Learning:
Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained.

To gain RPL you will need to contact the college for our RPL kit which will guide you through the process of presenting your evidence to us. RPL will only be granted before the start of the course, or within the first two weeks of starting the course.

RPL can be applied for by overseas students with the following conditions:
• You are still required to attend full-time study
• The duration of the course is reduced affecting your Confirmation of Enrolment with DIBP (Department of Immigration and Border Protection)

There is a fee for the RPL service which is detailed in the RPL kit

Training Pathways:
This qualification will provide a pathway to management qualifications in Higher Education Institutions
Employment Pathways:
Career possibilities may include:

- Area Manager
- Department Manager
- Regional Manager

Course Objectives and Outcomes
On successful completion of this qualification students will be able to:

- Manage:
  - Personal work priorities and professional development
  - Quality customer service
  - Team effectiveness
  - Effective workplace relationships
  - People performance
  - Operational plans
  - Budgets and financial plans
  - Diversity in the workplace
  - Knowledge and information
  - Organisational change
  - Innovation and continuous improvement
  - Risk
  - Finance
  - Human resources strategic plan

- Ensure:
  - A safe workplace

- Facilitate continuous improvement
- Develop and use emotional intelligence
- Build and sustain an innovative work environment
- Develop and implement:
  - Strategic plans
  - Business plans
  - Diversity policy

- Provide leadership across the organisation
- Contribute to organisational development
- Develop workplace policy and procedures for sustainability
Qualification Awarded:
Upon the successful completion of all Units of Competency for this qualification participants will be issued both a BSB51915 Diploma of Leadership and Management and a BSB61015 Advanced Diploma of Leadership and Management.

For students existing at the completion of the 18 months of this qualification will only receive a BSB51915 Diploma of Leadership and Management.

For partial completion of this qualification before the end of the first 18 months, students will be issued with a Statement of Attainment indicating completed Units of Competency.

Course Structure:
To successfully complete the Dual BSB51915 Diploma of Leadership and Management and the BSB61015 Advanced Diploma of Leadership and Management students are required to complete eight units of competency consisting of the units as listed below.

Diploma Units
Subject Code: AVM501
- BSBLDR501 Develop and use emotional intelligence
- BSBWOR501 Manage personal work priorities and professional development
- BSBWHS501 Ensure a safe workplace

Subject Code: AVM502
- BSBMGT502 Manage people performance
- BSBINN502 Build and sustain an innovative work environment
- BSBWOR502 Lead and manage team effectiveness

Subject Code: AVM503
- BSBLDR502 Lead and manage effective workplace relationships
- BSBDIV501 Manage diversity in the workplace
- BSBCUS501 Manage quality customer service

Subject Code: AVM504
- BSBMGT516 Facilitate Continuous Improvement
- BSBMGT517 Manage operational plan
- BSBFIM501 Manage budgets and financial plans
Advanced Diploma Units

Subject Code: AVM601
- BSBMGT605 Provide leadership across the organisation
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBMGT601 Develop and implement diversity policy

Subject Code: AVM602
- BSBINN601 Lead and manage organisational change
- BSBMGT608 Manage innovation and continuous improvement
- BSBINM601 Manage knowledge and information

Subject Code: AVM603
- BSBMGT616 Develop and implement strategic plans
- BSBMGT617 Develop and implement a business plan
- BSBHRM602 Manage human resources strategic plan

Subject Code: AVM604
- BSBFIM601 Manage finances
- BSBRSK501 Manage risk
- BSBMGT615 Contribute to organisation development