

MARCH 2024



ADVANCED DIPLOMA of **Leadership and Management**

VET National Code BSB60420 • CRICOS Course Code 105658G



A MASTERCLASS OF BEST PRACTICES FOR HIGH-PERFORMING LEADERS

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB60420 • CRICOS 105658G

Our Advanced Diploma of Leadership and Management deepens the credentials of students who previously earned the Diploma in this series. It applies the latest management theory to real-world situations to enhance your analytical thinking, organisational ability, decision-making and people management skills.

COURSE DESCRIPTION

Because the local and global business environment is volatile and competitive, there's no room for error. Companies hire and fast-track professionally-trained leaders who know how to identify, analyse and synthesise information from a variety of sources, make sound decisions and lead change through staff who are properly directed, motivated and measured. This training provides current and aspiring leaders with proven methods to plan, build and optimise any team or business.

ADMISSION REQUIREMENTS

Minimum Australian Year 12 Senior Secondary Certificate of Education (or foreign equivalent). Minimum age 18. Minimum English IELTS 6.0 (overall band) or equivalent.

Prior to commencement, international students intending to travel to Australia must secure an applicable visa.

STUDY LOAD & DURATION

This course is offered on a full-time basis over 52 weeks, including 40 weeks term time and 12 weeks of holidays. During term students attend scheduled classes for 15 hours per week. Students are required to undertake additional independent study, homework and assessment outside of class time. The approximate delivery hours for this course are:

- Structured classes: 15 hours per week = 600 hours
- Independent study: 10 hours per week = 400 hours
- Total course hours: 1,000

TRAINING PATHWAY

Students who complete this qualification may progress to the **Advanced Diploma of Leadership and Management**, followed by the **Graduate Diploma of Strategic Leadership** after satisfying pre-requisites.

INDUSTRY TRENDS

Government projections show that by 2024 the number of jobs for this profession will grow by 18% in Canberra.

POTENTIAL EMPLOYMENT

Potential career pathways for graduates of this qualification include Business Manager, Human Resources Manager, Office Manager, Team Leader, Sales Manager and other clerical, administrative and professional roles in a variety of industries.

POTENTIAL INCOME

The Fair Work Ombudsman and Payscale report income for the roles this qualification is suited to ranges from \$45,000-\$150,000 comprised of salary and bonuses, based on hours and performance.

DELIVERY LOCATION

Level 2, 17-21 University Avenue, Canberra, ACT 2601.

COURSE PACKAGE OPTIONS & PRICING

For current prices and course package options, see

capital.edu.au/pricing

COURSE STRUCTURE

12 Units: 6 Core + 6 Elective.



Unit
BSBHRM614 & BSBSTR602 CONTRIBUTE TO STRATEGIC WORKFORCE PLANNING & DEVELOP ORGANISATIONAL STRATEGIES (Clustered Elective)
BSBCRT611 APPLY CRITICAL THINKING FOR COMPLEX PROBLEM-SOLVING (Core)
BSBSUS601 LEAD CORPORATE SOCIAL RESPONSIBILITY (Elective)
BSBMKG623 DEVELOP MARKETING PLANS (Elective)
BSBFIN601 & BSBOPS601 MANAGE FINANCES & DEVELOP AND IMPLEMENT BUSINESS PLANS (Elective & Core)
BSBSTR601 MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT (Core)
BSBLDR602 PROVIDE LEADERSHIP ACROSS THE ORGANISATION (Core)
BSBLDR601 LEAD AND MANAGE ORGANISATIONAL CHANGE (Core)

RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT TRANSFER

You may be eligible for RPL if you have sufficient work experience and/or education to meet the requirements of one or more units of competency within this qualification. RPL fees will be quoted on application. You may be eligible for Credit Transfer with evidence of completion of relevant units under the Australian Qualification Framework. All applications for RPL or Credit Transfer must be made prior to the commencement of the course.

STUDENT HANDBOOK

Before attending your Student Orientation you must be familiar with College policies and procedures as contained in our International Student Handbook. Download a copy at www.capital.edu.au

EQUIPMENT REQUIREMENTS

Students must supply their own laptop equipped with a camera and speakers, and installed with Microsoft Office 365 Personal (specifically Outlook, Word, Excel, and PowerPoint). The College will confirm all software requirements with each student before enrolment.

INTERNATIONAL STUDENTS LOVE STUDYING AT CAPITAL COLLEGE

In a recent survey administered by industry regulator ASQA, Capital College received distinction as one of Australia's top-tier education providers, attaining student satisfaction levels in excess of the national average.

In addition to awarding Capital College high scores on Google Reviews, our students rate us better than 93% for content relevance and trainer expertise, and 91% for overall satisfaction with our job-ready curriculum. Our students have come from over 30 countries, which creates a unique opportunity for social and business networking.

OUR EDUCATION PATHWAYS & PARTNERS



Up to 24 credits on a Bachelor degree with University of Canberra.

[CRICOS Provider 00212K] Available to Canberra students.

Earn your Capital College diploma or advanced diploma, then choose a University of Canberra **Bachelor of Event & Tourism Management**, or **Bachelor of Business** in Entrepreneurship and Innovation, Human Resource Management, International Business, or **Bachelor of Commerce** in Business Economics or Finance and Banking.



Articulate from Capital College to Griffith University.

[CRICOS Provider 00233E]

All Capital College students who successfully complete their Australian Qualification Framework Level 5 Diploma automatically qualify for up to 1 years' worth of credit towards a Bachelors degree at Griffith University.



Up to 8 units (33%) on a Bachelor degree with SCU.

[CRICOS Provider 01241G]

After graduating from a Capital College diploma or advanced diploma, take your education to the next level by enrolling in a Southern Cross University **Bachelor of Arts** (CRICOS Code 016183A), **Bachelor of Psychological Science** (CRICOS Code 071464B), or **Bachelor of Digital Media and Communications** (CRICOS Code 091527D).



CANBERRA

LOCATION



Australia's capital city.
Elevation 1,869 feet above sea level.
2 hrs to snow resorts or beaches.
Traditional 'four seasons' experience.
Winter -1°C. Summer 27°C. Av. 19.7°C.
International airport. Direct flights.

PEOPLE



Youthful: 50% under 35 years.
Multicultural: 32% born overseas.
Educated: 37% with Bachelors degree.

JOBS



242,300 jobs by 2024 (6% growth).
↑35% café & restaurant managers.
↑34% ICT engineers & systems analysts.
↑23% hotel and hospitality managers.
↑18% management & administration.
↑13% health, aged, disability care.
↑9% construction & building jobs.
↑8% childcare & other education.
Lowest unemployment in Australia.
Student jobs in sectors that support
Government and commerce.

HOUSING



Av. weekly living costs: \$250 rent.
\$100 food. \$25 travel; \$125 other.
14% less expensive than SYD or MEL.
City, mountain or lakeside apartments.

LIFESTYLE



427,000 population.
Voted #1 Best Place to Live in Australia.
One of the safest cities in the world.
At the base of the Alpine National Park.
Climb, hike, sail, fish, ski, snowboard.
Mountains, lakes, culture and wildlife.

STUDENT-FRIENDLY



Student population growth 17%/year.
Home to Australia's #1 university (ANU).
No traffic jams. Fast commute times.
Trendy cafés, concerts and festivals.
Free outdoor high speed wi-fi in the city.
248 km to Sydney's famous attractions.





CONTACT US

If you're considering studying at Capital College in our nation's capital city of Canberra get in touch online, meet us on campus, or talk to one of our authorised education agents.

Submit applications online at:

capital.edu.au/apply

Email **info@capital.edu.au**

For further information on courses, fees and entry requirements, talk to our Admissions team:



Phone +61 2 6147 0999



Campus

Level 2, 17-21 University Avenue
Canberra ACT 2601

capital.edu.au

info@capital.edu.au



#StudyAtCapital

CRICOS Provider Code 03537J - RTO Code 41593 - Australian Business Number 16 606 797 611

Intellectual property

Capital College owns the copyright in this publication, no part may be reproduced without written permission. Capital College is a Registered Trade Mark.



Courses Recognised
under



Finalist

**Australian
Export Awards**



Award Winner

**ACT Skills Ministers
EXPORT AWARDS**

Award Winner

**ACT TRAINING
AWARDS**



ADMISSIONS