

Capital College
RTO No: 41593
CRICOS No: 03537J

BSB61015 Advanced Diploma of Leadership and Management
CRICOS course code 099064K Course currency status: Current

**Location**

Training and assessment will take place at Level 2, 17-21 University Avenue, Canberra ACT 2601 and in October 2020 it will also be offered at Level 5, 9 Lawson Street, Southport, QLD 4215

Target participants

The target market for this course is students who wish to access employment in a managerial role with responsibility for individuals and / or organisational outputs.

The target student cohort shall be either:

- Those with qualifications and experience across a broad range of industries looking for advancement to a more senior role
- Those wishing to undertake a full qualification to advance their career
- Those in a managerial role looking to further develop skills and knowledge

It is anticipated applicants will have some specific subject knowledge and/or skills or experience in the contexts outlined in the units of competency as they may already be in managerial roles. However, it is not necessary to be a manager to complete this course.

Course description

This qualification reflects the role of 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.

Entry Requirements – All students must be over 18 years of age at the time of course commencement.

International Students must demonstrate they have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Australian Department of Immigration and Border Patrol (DBIP).

Prior to course commencement, international students must secure a student visa or a temporary graduate visa that allows them to study in an Australian Registered Training Organisation.

Academic entry requirements –Year 12 minimum (Australian equivalent). Although not a prerequisite, students who have completed BSB50118 Diploma of Leaderships and Management will have a strong basis to work with.

Training Pathway

Students who successfully complete this course may progress onto other higher education in leadership and Management in a wide variety of specialisations such as Graduate Diploma in leadership and/or management.

Employment Pathway

Successful completion of this qualification may provide career opportunities in managerial roles with responsibility for individuals and organisational outputs. The role may be in a wide variety of industries.

Entry and Exit Points within the training product

Upon successful completion of the 12 units of competency in this course, students will be issued the Advanced Diploma of leadership and Management qualification. If a student does not complete the full qualification, but has successfully achieved units, a Statement of Attainment will be issued upon request by the student, indicating that they do not plan to complete the full qualification.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

All students are provided with the opportunity to have their prior learning and experience assessed against current standards and gain recognition for this. (Recognition of Prior Learning - RPL). Students who have successfully completed whole units of competency included in this course can apply for Credit. RPL assessment attracts a fee for assessment of each unit.

Duration and study load

This course is offered full time over 52 weeks including holidays on a full-time basis. This includes 40 weeks of term time and 12 weeks' holiday. During term time students attend scheduled face-to-face classes for 3 days per week – 3 x 8hrs.

Students will be required to undertake additional independent study/ homework and assessment outside of scheduled class time for approximately 15 hours per week (term time) plus an additional 5 hrs per week of online class work for the duration of the course.

Please note: This course is usually delivered at the College face to face, however, for the immediate future, because of COVID-19 students are being taught via webinar and through online resources

The course delivery hours are approximate as the amount of time different students spend on independent study and assessments will vary with individual learner needs and their own individual context.

Course delivery

This course is usually delivered via face to face training, online and independent study. The college has adjusted its delivery because of COVID-19. Students are provided with required texts and course materials online.

The sequencing of delivery includes:

- reading course texts (online) and other learning materials,
- attending webinars
- attending online forums

The following techniques are employed:

- trainer presentations and demonstrations,
- individual tasks,
- case studies,
- quizzes,
- research,
- group work.

Independent study

During independent study students will read the learning material to develop knowledge and understanding, work on homework, conduct research and undertaken activities to develop their English language ability.

Assessment

Assessment will take place in the student's own time. All assessment activities will be conducted by Capital college Assessors.

Assessment methods include:

Assessment tasks/ projects
Questioning/quizzes

Assessors will provide copies of the assessment tasks and discuss the assessment requirements prior to each student attempting each task.

Assessments employ a variety of theoretical and practical tasks to assess competency. Students are provided with assessment tasks online with corresponding rubrics for clarity of requirements.

In order to achieve the Advanced Diploma of Leadership and Management, students must satisfactorily complete the following 12 units of competency:

No.	Unit Code	Unit Title	Core/Elective
1	BSBFIM601	Manage finances	CORE
2	BSBINN601	Lead and manage organisational change	CORE
3	BSBMGT605	Provide leadership across the organisation	CORE
4	BSBMGT617	Develop and implement a business plan	CORE
5	BSBMGT624	Develop and Implement Corporate Social Responsibility	ELECTIVE
6	BSBMGT615	Contribute to organisation development	ELECTIVE
7	BSBHRM602	Manage human resources strategic planning	ELECTIVE
8	BSBDIV601	Develop and implement diversity policy	ELECTIVE
9	BSBRKG601	Define recordkeeping framework	ELECTIVE
10	BSBSUS501	Develop Workplace Policy and Procedures for Sustainability	ELECTIVE
11	BSBHRM604	Manage employee relations	ELECTIVE
12	BSBMKG609	Develop a marketing plan	ELECTIVE

Fee information

The total fees charged for this course is \$8,530. This is made up of \$8,000 tuition fees plus additional fees of \$250 enrolment fee and \$280 for learning materials fee (both are non-refundable). (Please note these fees are subject to change from time to time but will not change over the duration of a course already enrolled in).

All fees indicated are in Australian dollars.

Please refer to the Students fees & refunds policy for further details on all fees and charges and when they are applied.

Further Information

Contact a Senior administrator, call + 61 2 6147 0999 or email info@capital.edu.au for further information.