

# BSB60420- Advanced diploma of Leadership and Management

## Student Course Guide

<b>Course Code:</b>	<b>BSB60420</b>							
<b>Course Name:</b>	<b>Advanced Diploma of Leadership and Management</b>							
<b>Course Type:</b>	Accredited							
<b>Course Level:</b>	Advanced Diploma							
<b>Course Location:</b>	Level 1, 150-154 A' Beckett Street, Melbourne, VIC 3000							
<b>Course Duration:</b>	Fulltime: 100 weeks @ 20 hours per week 88 weeks class delivery 12 weeks Holiday							
<b>Enquiries</b>	Phone: 93299430 Email: <a href="mailto:info@dellainternational.edu.au">info@dellainternational.edu.au</a>							
<b>Course Overview</b>	<p>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.</p> <p>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.</p> <p>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.</p> <p>Total number of units = 10 5 core units 5 elective units</p>							
<b>Credit Transfer and Recognition of Prior learning</b>	<p>Della International College offers Recognition of Prior Learning (RPL) and Course Credit to students through the enrolment process.</p> <p>Della International College recognises qualifications issued by other RTOs.</p> <p>Please consult with the Compliance Manager for further information if you are unsure if either of these apply to you.</p>							
<b>Sequence of Delivery and Assessment/ Course Structure</b>	<p>This program will be delivered over 100 weeks.</p> <p><b>Delivery Weekly Hours</b> The face-to-face delivery of this qualification will combine theory in classrooms and practical training in a simulated environment.</p> <p>Each week, students will attend 20 hours of face-to-face/online training and assessment.</p>							
<b>Duration</b>		<b>Unit Code and Title</b>	<b>Pre- Requ isite</b>	<b>Supersedes and is equivalent to</b>	<b>Delivery mode</b>			
<b>Weeks</b>	<b>Sessions</b>				<b>Online/ Face to Face</b>	<b>Assess ment</b>	<b>Unsuper vised activities</b>	<b>Total Hours</b>
8	20	<b>BSBCRT611</b> Apply critical thinking for complex problem solving	n/a	BSBCRT601A	120	40	40	200

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8	20	<b>BSBLDR601</b> Lead and manage organisational change	n/a	BSBINN601 BSBLDR805 BSBMGT615	120	40	40	200
8	20	<b>BSBLDR602</b> Provide leadership across the organisation	n/a	BSBMGT605	120	40	40	200
8	20	<b>BSBOPS601</b> Develop and implement business plans	n/a	BSBMGT617	120	40	40	200
9	22.5	<b>BSBSTR601</b> Manage innovation and continuous improvement	n/a	BSBMGT608	140	40	45	225
<b>Electives</b>								
8	20	<b>BSBCRT511</b> Develop Critical Thinking in Others	n/a	BSBCRT502	120	40	40	200
9	22.5	<b>BSBPEF501</b> Manage Personal and Professional Development	n/a	BSBLED503 BSBWOR501	140	40	45	225
8	20	<b>BSBXCM501</b> Lead Communication in the Workplace	n/a	Replaced BSBXCM501 release 2	120	40	40	200
9	22.5	<b>BSBSTR602</b> Develop organisational strategies	n/a	BSBMGT616	140	40	45	225
13	32.5	<b>BSBSTR802</b> Lead Strategic Planning Processes for an Organisation	n/a	BSBDIV803 BSBLDR802	200	60	65	325
<b>88</b>	<b>220</b>	<b>Total Qualification Hours</b>  <b>1760 face to face and 2200 with unsupervised activities</b>			<b>1340</b>	<b>420</b>	<b>440</b>	<b>2200</b>
<b>Qualifications and Recognition Outcome</b>	Upon successful completion of the course requirements, the student will be awarded a BSB60420 - Advanced Diploma of Leadership and Management.							
<b>Assessment</b>	Participants will be advised of the assessment requirements at the beginning of each unit.  Assessment is the process of collecting evidence and making judgements about whether competency has been achieved to confirm whether an individual can perform to the							

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	<p>standards expected in the workplace, as expressed in the relevant endorsed unit of competency.</p> <p>Assessment is carried out in accordance with the:</p> <ul style="list-style-type: none"> <li>• benchmarks for assessment</li> <li>• specific industry requirements</li> <li>• principles of assessment</li> <li>• rules of evidence</li> </ul> <p>Assessment will usually commence in the session following delivery and it may take considerable time to complete both the theory and/or practical requirements. As this is a competency-based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed.</p> <p>Formative assessment is provided throughout the course. This is achieved through a range of activities and assessments throughout the training program. These tasks are separate to the summative assessment process that concludes each unit of competency</p> <p>The assessment process may include theory, projects and practical assessments.</p> <p>Each unit has an individual assessment tool and mapping document which establishes the details assessment methodology including:</p> <ul style="list-style-type: none"> <li>• Outlining the assessment methods</li> <li>• Providing instructions for the assessor</li> <li>• Providing instructions for the students</li> <li>• Being mapped to the unit of competency through a separate mapping document</li> <li>• Ensuring assessment is summative</li> </ul> <p>Assessment is based on realistic workplace scenarios and simulations as students;</p> <ul style="list-style-type: none"> <li>• May not be in suitable employment or</li> <li>• May be working in workplaces or work situations that do not use or allow the application of the competency required.</li> </ul>
<p><b>Pathways</b></p>	<p>Candidates will be provided with advice on career development and training options throughout the delivery of the program.</p> <p><b>Pathways into the qualification</b></p> <p>Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:</p>

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	<ul style="list-style-type: none"> <li>BSB50420 Diploma of Leadership and Management or other relevant qualification, or with substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.</li> </ul> <p><b>Pathways from the qualification</b></p> <p>Further training pathways from this qualification may lead to a relevant higher education-based qualification.</p> <p><b>Employment Pathway</b></p> <p>The Advanced Diploma of Leadership and Management is intended to prepare students or recognise and develop existing workers who are performing management roles in a business environment.</p> <p>This qualification is transferrable across many industries, as it teaches transferrable business skills.</p> <p><b>Employment outcomes targeted by this qualification include:</b></p> <ul style="list-style-type: none"> <li>senior administrator</li> <li>Senior executive</li> </ul>
<p><b>Specific Entry Requirements</b></p>	<p><b>Entry to this qualification is limited to those who:</b></p> <p><b>Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</b></p> <p>or</p> <p><b>Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.</b></p>
<p><b>Determining Suitability Assessment</b></p>	<p><b>Pre-Training Review:</b></p> <p>The Pre-training Review is to be conducted within the Determining Suitability Review. It will consist of a self-assessment and series of questions that are relevant to identify the prospective student's current academic and professional skills and knowledge.</p> <p>The pre-training review is conducted as a means of determining the appropriateness of the chosen qualification, any prior knowledge in the field and if it is a suitable training option in which the student chooses to study.</p>

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Upon completion, the pre-training information is assessed and the outcomes recorded in the Determining Suitability Review. Suggestions are recorded and transferred to the trainer on the training plan.

### Language, Literacy and Numeracy Assessment

Included in the Determining Suitability Assessment is the Language, Literacy and Numeracy (LLN) test. Students will be required to complete the LLN test to determine their level to be able to complete the course or be offered additional support prior to entry into a course. For direct entry into the Advanced Diploma of Leadership and Management **without** additional support, the student must achieve a minimum of 85% and 90% in DIC's DSA.

For direct entry into the Advanced Diploma of Leadership and Management **with** additional support, the student must achieve a minimum of 75%-85% in DIC's DSA.

Where an individual does not meet either the minimum required 75% in the DSA or a 5.5 (or equivalent in IELTS) the individual will be recommended to undertake an ELICOS course either within DIC or at a provider of their choosing.

The individual is also advised that once they have completed additional English studies, they will be required to re-apply.

Della International College will not enrol an eligible individual where the qualification is at an inappropriate level for that student. In the event that minor gaps\* are identified, Della International College will provide the student with support services to enable them to undertake the qualification.

*\*minor gaps refer to forms of reasonable adjustment that will not compromise the qualification requirements.*

Upon completion of the Determining Suitability Assessment the authorised delegate is to provide feedback to the student regarding the suitability of the qualification to the student's needs and indicate if any support services are required prior to application. This information can be placed on the last page of the training plan in the allocated space.

### Learning Style Assessment

The learning Style assessment is designed to assess the prospective students learning style and what should be considered in;

- How they learn
- How they study and
- How they should be assessed.

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	<p>The purpose of this assessment is to ensure that the way in which the prospective course is to be delivered is suitable to the student needs.</p> <p>Upon completing all areas, the assessment is tallied and the outcomes recorded in the Determining Suitability Review, suggestions are recorded and transfer to the trainer on the training plan.</p>
<b>Medical Issues</b>	<p>Upon enrolling into Della International College, we request that you disclose if you have any medical conditions as there may be contraindications to the course you wish to enrol into. Should you have a medical condition, you will be asked to provide Della International College with a certificate of capacity from your Doctor, clearing you and allowing you to participate in classes.</p>
<b>Policy and procedure</b>	<p>Upon enrolment and on your first day of class you will be provided with an orientation of the course and how it is structured. You will also be given a Student Handbook which outlines and covers all of Della International College's policies and procedures; inclusive but not limited to: Privacy policy, Complaints, Appeals, Withdrawals and other processes. For all forms relating to studying at Della International College, please refer to our website. <a href="http://www.dellainternational.edu.au">www.dellainternational.edu.au</a> or email <a href="mailto:info@dellainternational.edu.au">info@dellainternational.edu.au</a>.</p>