



Masters in Training Pty Ltd trading as Flinders International College

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Address: Level 6, 271 William Street Melbourne, Vic 3000

RTO No: 70250 RTO CRICOS Code: 03453B

# BSB60420 Advanced Diploma of Leadership and Management

CRICOS COURSE CODE 105557A

## 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.

## Target market

The target market for this course is international students who possess an appropriate visa and wish to undertake this course in order to access employment in a senior administrative role or further study opportunities.

Students will have an interest in the course and pursuing opportunities in further study and/ or the intended job role outcome.

Students will possess significant theoretical business skills and knowledge that they wish to consolidate. This may have been gained through work experience or study.

Students may have gained these skills and knowledge by completing a relevant diploma level course at an Australian Registered Training Organisation e.g. the BSB50120 Diploma of Business or BSB50420 Diploma of Leadership and Management.

## Course structure

Students are required to undertake a total of 10 units to complete this course. This consists of 5 core unit and 5 elective units.

### Core Units

BSBCRT611 Apply critical thinking for complex problem solving  
BSBLDR601 Lead and manage organisational change  
BSBLDR602 Provide leadership across the organisation  
BSBOPS601 Develop and implement business plans  
BSBSTR601 Manage innovation and continuous improvement

### Elective Units

BSBHRM614 Contribute to strategic workforce planning  
BSBSUS601 Lead corporate social responsibility  
BSBTEC601 Review organisational digital strategy  
BSBFIN601 Manage organisational finances  
BSBCRT511 Develop critical thinking in other



NATIONALLY RECOGNISED  
TRAINING

**Course currency status:** Current

**Location**

Training and assessment will take place at the Flinders International College Level 6, 271 William Street, Melbourne, Vic 3000.

**Course Intakes**

Four intakes a year.

**Qualification**

Upon successful completion of 10 units of competency, the participant will be issued a Nationally Recognised BSB60420 Advanced Diploma of Leadership and Management. Where a participant successfully completes some but not all of the units of competency in the course they will be issued a Statement of Attainment indicating the units they have successfully completed.

**Delivery Method**

The course is delivered via face to face training and independent study. The following techniques are employed during face to face delivery depending on the subject matter: trainer demonstrations, power point presentations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards. Students also undertake independent study and assessment activities in addition to scheduled classes.

Examples of activities include undertaking homework set by trainers, research, reading, practicing applying knowledge and skills learnt in class, and preparing for and undertaking out of class assessment tasks.

**Assessment Method**

Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/ observations. Methods also include simulated workplace environments whereby workplace environments and conditions are simulated and student's complete tasks to workplace standards.

**Course Duration**

This course is delivered over 78 weeks including holidays. This includes 60 weeks of term time and 18 weeks' holiday. Term time consists of six 10 week terms. Holiday periods include five 3-week term holidays and a 3 week Christmas holiday. During term time students attend scheduled face to face classes for 20 hours per week. Classes are scheduled for 2.5 days per week. Students will be required to undertake additional independent study activities for approximately 12 hours per week. Total study commitment per week is 32 hours. Total course study commitment is 32 hours x 60 weeks term time = 1,920 hours.

**Entry requirements**

Students must be over 18 years of age at the time of course commencement.

Students must secure an appropriate visa that allows them to study in an Australian Registered Training organization prior to course commencement.

**Academic entry requirements**

To gain entry to this course, students should have successfully completed year 12 or secondary studies in applicant's home country equivalent to an Australian Year 11\* or 12 qualification. (\*Subject to the country Assessment Level) and course.

Students must also have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). Or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

**English Language entry requirements**

Applicants for this qualification must have a minimum English language proficiency of IELTS 6 (overall band) or an equivalent exam result recognised by the Australian Department of Home Affairs.

Applicants can also arrange to undertake an English language test with the Institute to demonstrate their English language proficiency.

Refer to the Student Handbook or contact FIC for further details on course entry requirements.

### **Pre Training Review**

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience and qualifications. You will be asked to complete this Pre Training Review form during the enrolment process by providing details of your existing knowledge, skills, experience and qualifications that are relevant to the course being applied for. Flinders international College will then review this information and respond to you with the outcome of the review.

### **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning is the process of formal recognition of skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all of your intended course, based on your previous experiences and learning.

### **Credit Transfer**

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

### **Training Pathway**

Students who successfully complete this course may progress onto other Business courses at Advanced Diploma or Degree level for which they may be eligible. e.g. Bachelor of Business or Management

### **Employment Pathway**

Successful completion of this qualification may provide career opportunities in a senior administrative role. The role may be in a wide variety of industries.

**Tuition fee** - \$18,000

**Enrolment Fee:** \$500

**Payment** – On enrolment \$3,000 is payable of which \$500 is a non-refundable enrolment fee. The balance of the course fee is paid in equal instalments prior to the commencement of terms 2, 3 and 4.

**Recognition of prior learning fee** - \$500 per unit of competence. All fees indicated are in Australian dollars.

### **Further information**

Please contact the Training Manager on 61 3 9005 1951 or by e-mail at [info@flinderscollege.edu.au](mailto:info@flinderscollege.edu.au) or visit the head office at Level 6, 271 William Street, Melbourne, Victoria 3000. Information may also be accessed via the College website at [www.flinderscollege.edu](http://www.flinderscollege.edu)