

BSB60420

ADVANCED DIPLOMA

in Leadership and Management

Take your management skills to an advanced level across many specialist areas.

Become competent in human resource management, marketing planning, continuous improvement, change management, strategic planning and most importantly, collaboration within your team and with other organisations.

You'll develop cognitive and communication skills to identify, analyse and synthesise information from a variety of sources, and creative and conceptual skills to express ideas and respond to complex problems.

Learning Outcomes


Through this course, you will gain fundamental skills and knowledge to:

- Implement various management functions
- Demonstrate accountability
- Mentor and educate others
- Manage continuous improvement
- Provide strategic leadership and direction

Career Opportunities

Upon graduation, your newly acquired skillset means you could advance your career as a:

- Managing Director
- Senior Executive
- Executive Director
- Department Manager
- Chief Executive Officer



Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



The experts in international education

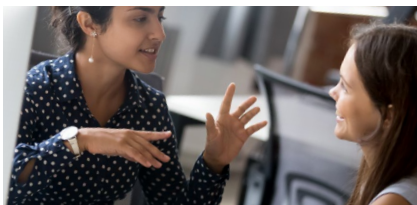
ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

Focus on 21st Century skills



All our courses are founded on the blend of 3 essential features



Workplace Communications

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



Business Competence

The knowledge required to engage in, lead and manage the operations of a business.



Transferable Skills

Skills highly valued by employers that will give you an edge in whatever job you do.

Course Units

Module A - Development & leadership

Unit Name	Unit Description
BSBPMG637 Engage in collaborative alliances	Learn to identify opportunities and forge mutually beneficial alliances with organisations that have shared interests. Build the skills required to prepare and negotiate agreements, in a way that the parties operate as partners with a high degree of joint decision-making. Analyse how to monitor and nurture these relationships and make changes as required.
BSBLDR602 Provide leadership across the organisation	A key component of this course, this unit will teach you to demonstrate senior leadership behaviour as well as professional competence. You will learn to communicate organisational goals, values, standards and expectations to relevant staff, facilitate improvements to workplace procedures, and to build and support teams throughout the organisation.

Module B - Workforce planning

Unit Name	Unit Description
BSBCRT611 Apply critical thinking for complex problem solving	This unit will teach you to develop structured and innovative solutions to overcome complex organisational issues. You will learn to facilitate brainstorming sessions with your team, evaluate solutions for advantages and limitations, and refine your solution ready for implementation.
BSBHRM614 Contribute to strategic workforce planning	Learn the skills required to contribute to the development, implementation and maintenance of a strategic approach to workforce planning. This involves ensuring there is the structure and staff in place to meet organisational objectives, both currently and in the foreseeable future.

Module C - Innovation & growth





Unit Name	Unit Description
BSBINS601 Manage knowledge and information	Build the skills required to develop and maintain information and data systems to support decision making and to optimise the use of knowledge throughout the organisation. Learn to collect, analyse and distribute information, such as performance data, customer feedback, statistics and financial data.
BSBLDR601 Lead and manage organisational change	The skills and knowledge developed in this unit are crucial for a successful manager. You will learn to develop and implement a change management strategy by identifying requirements according to the objectives, performance gaps, opportunities and threats. Build your skills to assess risks and benefits presented by each of these requirements.
BSBSTR601 Manage innovation and continuous improvement	This unit will equip you with the skills required to develop and sustain an environment in which continuous improvement, innovation and learning are encouraged and rewarded. Learn to coach others to be innovative, implement creative new processes, identify learning opportunities for team members, and evaluate continuous improvement systems.

Module D - Business strategy

Unit Name	Unit Description
BSBSTR602 Develop organisational strategies	Build the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance the competitiveness. You will learn to analyse and interpret relevant markets, assess existing and potential competitors and allies, and develop specific actions and initiatives.
BSBOPS601 Develop and implement business plans	Master the skills required to identify and assess organisational requirements, objectives, and competitors, and consult with relevant stakeholders to develop specific goals and measures for a business plan. Learn to implement the plan through communication to stakeholders, testing measurement systems and preparing relevant reports.
BSBMKG623 Develop marketing plans	Develop the skills and knowledge to research, develop and present marketing plans in accordance with the organisation's overall marketing objectives. Learn to formulate specific marketing strategies and tactics that align with budget constraints, legal and ethical requirements, and timeframe limits.



Delivery Mode

 Lecture	 Tutorial <i>(Supported learning)</i>	 Workshop <i>(Supported learning)</i>	 Self-paced online learning
5hrs/w Live lectures delivered by trainers with real life experience	1hr45/w Small classes focused on developing and practising key capabilities required for assessment	6hr45/w Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions	6hr30/w Structured activities available from our e-learning platform, designed to reinforce skills acquisition
On campus			Online

Timetable

Time	Wednesday	Thursday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetable subject to change.

Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

Program Dates

This qualification is delivered over **4 terms** of **9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

	COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH	
CHOOSE BETWEEN 8 INTAKES IN 2024	January	29 Jan 2024	6 Dec 2024	36 weeks	9 weeks	45 weeks
	<i>*February</i>	26 Feb 2024	21 Feb 2025	36 weeks	16 weeks	52 weeks
	April	22 Apr 2024	28 Mar 2025	36 weeks	13 weeks	49 weeks
	<i>*May</i>	20 May 2024	16 May 2025	36 weeks	16 weeks	52 weeks
	July	15 July 2024	20 June 2025	36 weeks	13 weeks	49 weeks
	<i>*August</i>	12 Aug 2024	8 Aug 2025	36 weeks	16 weeks	52 weeks
	October	8 Oct 2024	12 Sept 2025	36 weeks	13 weeks	49 weeks
	<i>*November</i>	4 Nov 2024	31 Oct 2025	36 weeks	16 weeks	52 weeks

*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

Entry Requirements

Age	Be aged 18 years or over
Academic	Successful completion of Australian Year 12 or international equivalent
English Level	IELTS proficiency level of 5.5 or above or equivalent
Pre-requisite	Diploma or Advanced Diploma from the BSB Training Package or equivalent work experience

Note that students are expected to bring their own laptop or tablet for home and classroom use

Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



Need English?

Study at our English school, English Language Company



Want to prepare for this course?

The required foundation for this course is either a Diploma or an Advanced Diploma in a BSB program.



Want to mix and match?

You can combine this course with other qualifications in Business or Project Management



Get social with us



@elccareercollege

Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website: www.elc.edu.au/vocational/

Already in Sydney? Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB60420 Advanced Diploma of Leadership and Management (AQF – Level 6) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 105980H

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