## International Students

# BSB60420 - Advanced Diploma of Leadership and Management

**(CRICOS Course Code: 108546B)** http://training.gov.au/Training/Details/BSB60420
(Please click on the link for more information and status of the qualifications)



## 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.

## ACCREDITATION

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

## CLIENT GROUPS

Overseas / International students will be:

- Holding valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section on Student Handbook or contact Australian National College (ANC).

## ENTRY REQUIREMENTS

### *Qualification Package Entry Requirements*

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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.

### *ANC Admission requirements*

ANC has the following admission requirements for all students:

• Have successfully completed Australian year 12 or equivalent.

• Are at least at age of 18 on the date of course commencement.

• Have obtained an IELTS band score of at least 6 or equivalent; or 5.5 where the test score is combined with at least 10 weeks ELICOS or 5.0 where the test score is combined with at least 20 weeks ELICOS (Note – IELTS – results are valid for two years only); or

• Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework

(VIC). or

• Have completed the ELICOS Course: General English – Intermediate Level

• Have a suitable level of language, literacy, and numeracy to complete course requirements with or without additional support that ANC is able to provide.

All the students commencing this course are required to complete LLND test to assist ANC to identify student's needs for additional support during their study. ANC will review the student's current competencies, student needs, English level, support requirements and oral communication skills in order to enrol them in the most appropriate course to achieve their intended outcomes.

Note: International students who are currently enrolled with another Provider across Australia and are requesting to enrol to another Provider are generally categorised as 'Transfer Students'. For this purpose, these students need to be released by their current Provider by means of providing a 'Release letter' unless the student has finished six (6) months in their Principal Course of Study.

### *Required Australian Core Skills Framework (ACSF) level*

ACSF level 4 is required in reading, writing, learning, numeracy and oral communication.

## LICENSING / REGULATORY INFORMATION

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## PATHWAY FROM THE QUALIFICATION

### *Training Pathway*

Further training pathways from this qualification include, but are not limited to enroll in a university degree such as a Bachelor of Business or a Bachelor of Business Management.

### *Employment Pathway*

Advanced Diploma of Leadership and Management is in the Business Services pathway. By completing this course, you may gain knowledge and skills to persist a career in the following job streams.

Leadership and Management:

- Managing Director

Business Administration:

- Senior Manager

Business Support:

- Senior Manager

Human Resources and Work Health and Safety:

- Occupational Health and Safety Practitioner
- Senior Human Resources Generalist

Legal and Conveyancing:

- Conveyancing Manager

Library and Information Services:

- Senior Manager

Marketing and Communication:

- Account Director

Project Management:

- Project Director

Learners who complete a course are reminded at the time of completion, of further opportunities, unless a learning barrier has been identified that would hinder their progression to a higher qualification level.

Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential career pathways within that industry.

Source: https://www.myskills.gov.au/courses/details?Code=BSB60420

## TRAINING DELIVERY

The program for international students takes place in a classroom and simulated environment with access to Internet.

## DURATION

This course is offered full time over 52 weeks (including holidays) on a full-time basis for 20 hours per week. Students need to gain competency in 10 units (5 core units and 5 elective units) to successfully complete this course.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

ANC has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures and can be found at ANC's website, which outlines in detail a processes to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency

outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## COURSE FEE

- Tuition Fee: AUD 9,000
- Application/Registration Fee: AUD 200 (Non-refundable)
- RPL Fee: AUD 250 per unit

***Note***: Note: Students will be provided the option of Easy Monthly Instalments. Students are advised contact the Institute in relation to the updated and recent fees for the course. Course fee is subject to change.

### *Terms and Conditions:*

- ANC will strive to maintain highly competitive fair and reasonable fee structures.
- ANC adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- ANC provides details of course fees in all course information.
- ANC will ensure these fees are applied and communicated to clients prior to enrolment.
- In accordance with the Standards for RTOs 2015, ANC adopts the following to protect fees paid in advance:
    - Flexible payment arrangements/ options will accommodate individual circumstances.
    - Fees must be paid in full before certification will be issued.
    - Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) including 9 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 10 units must be completed. These include 5 core units and 5 elective units.

### *Core Units*

| Unit Code | Unit Title | Pre-Requisite |
|---|---|---|
| BSBCRT611 | Apply critical thinking for complex problem solving | Nil |
| BSBLDR601 | Lead and manage organisational change | Nil |
| BSBLDR602 | Provide leadership across the organisation | Nil |
| BSBOPS601 | Develop and implement business plans | Nil |
| BSBSTR601 | Manage innovation and continuous improvement | Nil |

### *Elective Units*

| Unit Code | Unit Title | Pre-Requisite |
|---|---|---|
| BSBSTR602 | Develop organisational strategies | Nil |
| BSBSUS601 | Lead corporate social responsibility | Nil |
| BSBFIN601 | Manage organisational finances | Nil |
| BSBPEF501 | Manage personal and professional development | Nil |
| BSBHRM613 | Contribute to the development of learning and development strategies | Nil |

## COURSE COMMENCEMENT

Please contact ANC for the intake dates.

## ASSESSMENT METHODS

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical application projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Practicals / Demonstration / Observations/Role Plays
- Projects
- Case Study

## RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package (https://training.gov.au/Training/Details/BSB60420 ). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers
- Microsoft Office Suite

## COMPLETION

Upon successful completion of this course, student will receive a nationally recognised BSB60420 - Advanced Diploma of Leadership and Management. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB60420 - Advanced Diploma of Leadership and Management

## COURSE DELIVERY LOCATION

The training delivery location is Level 5 259 Collins Street, Melbourne, Victoria 3000

## FURTHER INFORMATION

Before enrolment, each student should ensure s/he meets the following requirements:

- Enrolment Application Form can be downloaded from website https://anc.vic.edu.au/ or request to be emailed can be forwarded to admissions@anc.vic.edu.au.
- Read and understand the complete information available at ANC's website anc.vic.edu.au or email your request to info@anc.vic.edu.au.
- Read and understand all policies and procedures available at ANC's website or email your request to info@anc.vic.edu.au.
- Provide ANC with their Unique Student Identifier (USI) number. For more information, see https://www.usi.gov.au/students/create-your-usi.
- You can post or visit us at our head office in Level 5 259 Collins Street, Melbourne, Victoria 3000, or call us at 03 9662 3300.
- You will also find further information about fees and refunds and the enrolment process applied by ANC on the website https://anc.vic.edu.au/ and Student Handbook.

- For further details or queries, ANC can be contacted via email at info@anc.vic.edu.au or admissions@anc.vic.edu.au or phone: 03 9662 3300.

## IMPORTANT INFORMATION

- ANC has got the systems in place to make sure that students are getting quality training during the course. ANC is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by ANC.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website https://anc.vic.edu.au/.