



Course Brochure – BSB60420 Advanced Diploma of Leadership and Management (CRICOS Course Code: 106882B)



NATIONALLY RECOGNISED
TRAINING

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Delivery location of course	Level 9,190 Queen St, MELBOURNE, Victoria 3000
Delivery mode	Face to face (Classroom based)
Duration	78 weeks including holidays
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	330 HOURS

Total Course Fee: AUD 18,500

Tuition Fee: AUD 17500

Material Fee: AUD 750

Application Fee: AUD 250 (non-refundable)

(Application fee is non-refundable under all circumstances. Please refer to Melbourne College of Business and Technology refund policy and procedure for further details)

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.



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- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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

In addition to above, student must:

- Have demonstrated an IELTS level of at least 5.5 or equivalent or the successful completion of at least General English Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy, and numeracy to complete course requirements with or without additional support that Melbourne College of Business and Technology is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.
- MCBT 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. Students must have access to a working internet.
- Students must be able to attend scheduled theory classes and classes to be conducted in a simulated environment.
- Students must have sound digital literacy.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in a simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Course Outcome:

Once students have successfully completed BSB60420 Advanced Diploma of Leadership and Management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma courses (AQF level 8)
- Other Advanced Diploma or Bachelor programs in related fields such as business and management.



Employment pathways:

- Managing Director,
- Department Manager,
- Chief Executive Officer,
- Quarry Business Manager,
- Area Manager,
- Business Analyst,
- Business Development Director,
- Senior Executive,
- Executive Director.

Course Structure:

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60420 Advanced Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 12 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBOPS601	Develop and implement business plans	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBFIN601	Manage organisational finances	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBSTR801	Lead innovative thinking and practices	Elective



Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed

Facilities and Resources

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Course Progress and Attendance

Satisfactory course progress and attendance is very important. Please read the Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

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

Melbourne College of Business and Technology (MCBT) will offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to all prospective students through the enrolment process. MCBT has documented policies and procedures for these processes and students are provided details of how to apply for RPL or Credit Transfer through the enrolment process. For further details, please refer to RPL and Credit Transfer Policy and Procedure.

Further Information

Contact the Administration Manager at admissions@mcbt.vic.edu.au or +61 3 9018 5699 or refer to www.mcbt.vic.edu.au for further information.