

BSB61015 Advanced Diploma of Leadership and Management

Course Overview:

This is a high level qualification and ideal for learners with considerable workplace experience and ideally at least two years' leadership and management responsibility. This course will provide you with skills in leadership, change management, financial management, human resources, business and strategic planning.

The Advanced Diploma of Leadership and Management reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management. 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.

Face-to-Face Schedule:

- 10 x one day workshop scheduled one month apart.
- The face-to-face program runs over 10 months (plus term break)
- In addition, students will need to complete homework and work-based activities.
- For scheduled course dates please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Relevant Job Roles:

- Senior Administrator
- Senior Executive
- Area Manager
- Department Manager
- Regional Manager

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have existing knowledge, skills or experience in leadership/management. Students will need appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and skype.

Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$6,800.00
Distance Learning	\$5,500.00
Recognition of Prior Learning	\$3,500.00

Students are responsible for the purchase of text book/s relevant to this qualification.

Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

BSB61015 Advanced Diploma of Leadership and Management

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Pathways:

Students may enter directly into the Advanced Diploma of Leadership and Management without prior qualifications. If a student wishes, they may choose to undertake the Diploma in Leadership and Management prior to this course.

On successful completion of this course, students may choose to progress to a graduate level qualification in leadership/management.

Course Outline:

This qualification comprises of 12 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units –elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB61015 Advanced Diploma of Leadership and Management has 4 core units plus 8 elective units of which:

- 4 elective units must be selected from listed electives
- 4 elective units may be selected from the listed electives or from any currently endorsed Training Package or accredited course at Advanced Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	Face-to-face	RPL	Distance
BSBFIM601	Manage finances	✓	✓	✓
BSBINN601	Lead and manage organisational change	✓	✓	✓
BSBMGT605	Provide leadership across the organisation	✓	✓	✓
BSBMGT617	Develop and implement a business plan	✓	✓	✓

BSB61015 Advanced Diploma of Leadership and Management

Unit Code	Elective Units	Face-to-face	RPL	Distance
BSBCUE602	Manage customer engagement information		✓	✓
BSBCUE604	Develop and maintain a service level strategy		✓	✓
BSBCUE605	Develop and maintain a customer engagement marketing strategy	✓	✓	✓
BSBDIV601	Develop and implement diversity policy		✓	✓
BSBHRM602	Manage human resources strategic planning	✓	✓	✓
BSBHRM604	Manage employee relations	✓	✓	✓
BSBINM601	Manage knowledge and information		✓	✓
BSBIPR601	Develop and implement strategies for intellectual property management	✓	✓	✓
BSBMGT608	Manage innovation and continuous improvement	✓	✓	✓
BSBMGT615	Contribute to organisation development	✓		
BSBMGT616	Develop and implement strategic plans	✓	✓	✓
BSBMGT622	Manage resources		✓	✓
BSBMGT623	Monitor corporate governance activities		✓	✓
BSBMGT624	Develop and implement corporate social responsibility		✓	✓
BSBMKG609	Develop a marketing plan		✓	✓

Unit Code	Elective Units	Face-to-face	RPL	Distance
BSBR5K501	Manage risk		✓	✓
BSBSUS501	Develop workplace policy and procedures for sustainability	✓	✓	✓
BSBWHS605	Develop, implement and maintain WHS management systems		✓	✓
PSPGOV602B	Establish and maintain strategic networks		✓	✓

Enrol now

Click on the enquire now button on our website to download an enrolment form. Please contact our office for further information about this course.