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| 180Course 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 will 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. | | | Relevant Job Roles:  * Senior Administrator * Senior Executive * Area Manager * Department Manager * Regional Manager |
| Face-to-Face Schedule: For scheduled course dates, please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au |
| Distance Learning: Distance learning students can choose their electives and timeframe in line with the qualification rules for completion of training. Timeframes will be negotiated with the trainer but the Australian Qualification Framework (AQF) suggests that a student should complete this qualification between six months to two years. A My Qualification Plan (MQP) and Training Plan (TP) will be put in place to assist through the learning program. | | |
| 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. | |
| 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. | | | |
| **Investment:**  **Course Fee** = $6,800.00 (This includes $400.00 non-refundable enrolment fee)  **Recognition of Prior Learning** = $3,500.00  Students are responsible for the purchase of textbook/s relevant to this qualification. Payment plans are available.  Inclusions:   * Course learning and assessment material (excluding textbook/s) * Coffee and tea * Certification upon successful completion | **Payment Plans:**  Alana Kaye believes that everyone should have access to quality education, which is why we have a range of payment options to choose from.  **Up-front Payment:**  Alana Kaye does not accept any more than $1,400 up front prior to commencement of the course. This includes the $400 non-refundable enrolment fee. You can pay the remainder in instalments during course progression. We accept payments via VISA, MasterCard or bank deposit. The Qualification will not be awarded until all payments are received. | | |

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| 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 listed 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 the listed elective units * 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. |

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| 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 | ✓ | ✓ | ✓ |

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| Unit Code | Elective Units | Face-to-Face | RPL | Distance |
| BSBDIV601 | Develop and implement diversity policy | ✓ | ✓ | ✓ |
| BSBHRM602 | Manage human resources strategic planning | ✓ | ✓ | ✓ |
| BSBMGT608 | Manage innovation and continuous improvement | ✓ | ✓ | ✓ |
| BSBMGT615 | Contribute to organisation development | ✓ | ✓ | ✓ |
| BSBMGT616 | Develop and implement strategic plans | ✓ | ✓ | ✓ |
| BSBMKG609 | Develop a marketing plan | ✓ | ✓ | ✓ |
| BSBMGT624 | Develop and implement corporate social responsibility | ✓ | ✓ | ✓ |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | ✓ | ✓ | ✓ |

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| **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. |