



BSB60420 Advanced Diploma of Leadership and Management

CRICOS Course Code: TBA

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Entry Requirements

- Students must be over 18 years of age.
- Students must have completed an overseas equivalent of Year 12 or higher qualification.
- Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or equivalent.

Student must also:

- have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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

Delivery and Assessment Arrangements

Total number of units of competency (subjects) required to receive this qualification is 10, comprising of 5 core units and 5 elective units. These are listed on the following page.

The majority of components for this course, delivery and assessment, will be delivered during the course however learners are required to continue their study off site to ensure they gain a comprehensive understanding of the topic within each unit of competency. Students are expected to spend 10 hours per week, studying off site.

Course Duration

The Advanced Diploma of Leadership and Management is offered over 18 months, equating to 78 weeks, including 18 weeks holidays. This will be split into six 10-week terms. You will receive an orientation from your trainer within one week of your enrolment.

Course Schedule and Structure

Please contact Royce College for the next intake date. Note that any changes to the course, agreed services or to this time requirement will be communicated to the students.

Course Structure

| Code | Title | Core or Elective |
|-----------|---|------------------|
| BSBCRT611 | Apply critical thinking for complex problem solving | Core |
| BSBLDR601 | Lead and manage organisational change | Core |
| BSBLDR602 | Provide leadership across the organisation | Core |
| BSBOPS601 | Develop and implement business plans | Core |
| BSBSTR601 | Manage innovation and continuous improvement | Core |
| BSBSUS601 | Lead corporate social responsibility | Elective |
| BSBTEC601 | Review organisational digital strategy | Elective |
| BSBPEF501 | Manage personal and professional development | Elective |
| BSBSTR802 | Lead strategic planning processes for an organisation | Elective |
| BSBHRM614 | Contribute to strategic workforce planning | Elective |

Resources

Facilities and Equipment

- Training rooms, including desks, chairs, whiteboard, and overhead projector.
- Computers with Microsoft Office and access to the Internet.
- Learning and assessment materials as outlined in this TAS.

In addition, all students who are undertaking the BSB60420 Advanced Diploma of Leadership and Management must have the following resources while in class,



- A laptop or computer that is installed with Microsoft Office or similar.

Assessment

Assessment is competency based. Students are required to complete written and practical tasks, which reflect the requirements of the units of competency and current workplace practices. Assessment is continuous throughout the duration of the course.

Completed and submitted work will be assessed within ten (10) working days and feedback provided to the student as soon as possible thereafter. Where the student's work is assessed to be not yet competent, he / she will be provided with additional advice, coaching or tutoring and the opportunity to re-submit the work with a view to having it assessed as competent.

Feedback and information regarding the student's competency, progress and study will be provided by the facilitator on a regular and ongoing basis. Ongoing support is also available to all learners and will be provided as soon as a need is identified.

Student Support

To maximise the chance of students successfully completing their training, Royce College will identify any support individual students need prior to their enrolment and provide access to that support throughout their training. This will be done using both the Enrolment Form, and a Pre-Enrolment Form, that students are required to fill in.

The aim of both documents is to provide any support that may be required. This could include:

- Language, Literacy and Numeracy (LLN) support;
- Assistive Technology
- Additional Tutorials, and / or
- Other mechanisms, such as assistance in using technology for online delivery components.

Where this support attracts an additional cost to the student, Royce College will make this clear prior to accepting the student's enrolment. If there are limitations to the support Royce College is able to provide, these limitations will be made clear in information provided to a potential student.

Where Royce College identifies required support, such as literacy or numeracy, English or other language barriers or physical capabilities, and it cannot provide such support directly, it will refer the student to a third party. The costs of such third-party support will be the responsibility of the individual.

Where Royce College is not capable of offering an environment suitable for the needs of a student with specific identified needs, it will inform them accordingly and may direct the student to a provider that can, and thus will not process their enrolment.

Fees and Charges

Total Course Fee is AUD\$18,500 comprising

- Enrolment Fee - AUD\$250.00 (non-refundable)
- Student Resources – textbooks and printed notes - AUD\$250.00
- Tuition Fees - AUD\$18,000.00
- For additional fees please refer to the Student Handbook

Payment Schedule

On enrolment: Applicants are required to pay \$250 non-refundable enrolment fee + \$250 material fee + \$1000 tuition fee = Total \$1,500.

During the course: 17 subsequent payments of \$1,000 will be made at monthly intervals.

Delivery Mode and Location

The training program is delivered using blended delivery (face to face/online platform) and self-paced learning to provide a rich and engaging learning experience. Face to face training and assessment will be delivered at Mezzanine, 56-58 York Street, Sydney, 2000 by way of classroom.

Prior and existing Skills

It is important that you inform and advise Royce College, prior to enrolment, about any existing skills and prior knowledge and education, to ensure they can provide you with the appropriate structure and support during the course.

Credit Transfer and Recognition of prior learning (RPL)

Credit transfer is available for completed past studies in areas related to the qualification that participants plan to enrol in. Participants are advised of the process of applying for credit transfer and assisted by the Trainer / Assessor to apply.

Candidates who believe they have already obtained current skills and knowledge that would otherwise be covered in the qualification / unit of competence for which they intend to attain, but have no formal prior learning, should apply for RPL at the time of enrolment. The candidate's skills and knowledge will be assessed and validated, and where appropriate, units of competency acknowledged, and face-to-face training reduced.

The recognition of prior learning procedure will be made known to you at the time of enrolment. If you can demonstrate competency through provision of sufficient, current, valid and authentic evidence of work



experience, life skills, and study or via other evidence, then you may be granted RPL for that unit of competency.

Pathways to Further Study / Career Opportunities

Potential employment options are as a manager in a range of industry areas. Students who complete this course may wish to continue their education into a range of Advanced Diploma qualifications, as well as higher education qualifications in business or management.

Course Completion and Outcomes

Students obtaining a 'competent' result for all listed competencies will be issued, by Royce College, a nationally recognised award for the BSB60420 Advanced Diploma of Leadership and Management. Royce College will issue the Certification within 30 days of the student being deemed competent in all units they are enrolled in. Students, who do not complete the required 10 units of competency to achieve the Advanced Diploma, will receive a Statement of Attainment for those units that they have successfully completed.

Complaints and Appeals

Royce College has a complaints and appeals procedure to provide students with a fair and equitable process for resolving any complaints or appeals they may have. For more information, please refer to the Student Handbook.

Additional Information

Please read the Student Handbook prior to enrolment as this contains valuable information about Royce College. For further information, please visit Royce College's website roycecollege.net. To enrol please visit Royce College's website roycecollege.net and follow the instructions via the 'enrol now' button.

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