

# Advanced Diploma of Leadership and Management



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 BSB60420 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

## 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.

## 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 and in line with the packaging rules.

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Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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

## PATHWAYS

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

## FACE-TO-FACE SCHEDULE

For scheduled course dates, please contact Alana Kaye on: 1300 25 26 25 or email [training@alanakaye.edu.au](mailto:training@alanakaye.edu.au).

## 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.

## INVESTMENT

**Course Fee** \$6,800.00  
(this includes \$400.00 non-refundable enrolment fee)

**Recognition of Prior Learning** \$3,500.00

Inclusions:

- Course learning and assessment material
- 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

A payment of \$1,400 is required prior to commencement of your course. This includes the non-refundable enrolment fee of \$400 paid on enrolment. The remainder of the course fees can be paid on commencement or a payment arrangement can be negotiated by completing a Payment Plan Agreement.

We accept payments via VISA, MasterCard or bank deposit.

The Qualification will not be awarded until all payments are received.

## RESOURCES REQUIRED

Students are required to have access to a computer (or use an Alana Kaye computer) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments through our online learning portal. If possible, please bring a laptop to workshops.

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

## COURSE OUTLINE

This qualification comprises of 10 units of competency (subjects). Units of competency can either be:

- **Core units** – units you must complete as part of the qualification and
- **Elective units** – 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.

Unit Code	Core Units	Face-to-Face	RPL	Distance	
BSBCRT611	Apply critical thinking for complex problem solving	✓	✓	✓	
BSBLDR601	Lead and manage organisational change	✓	✓	✓	
BSBLDR602	Provide leadership across the organisation	✓	✓	✓	
BSBOPS601	Develop and implement business plans	✓	✓	✓	
BSBSTR601	Manage innovation and continuous improvement	✓	✓	✓	✓

Unit Code	Elective Units	Face-to-Face	RPL	Distance	
BSBCMM511	Communicate with influence	✓	✓	✓	
BSBHRM614	Contribute to strategic workforce planning	✓	✓	✓	
BSBPEF501	Manage personal and professional development	✓	✓	✓	
BSBSTR602	Develop organisational strategies	✓	✓	✓	
BSBSUS601	Lead corporate social responsibility	✓	✓	✓	

## ENROL NOW

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