

## **ADVANCED DIPLOMA OF LEADERSHIP & MANAGEMENT** **BSB61015** **COURSE INFORMATION**

<b>National Module Code</b>	<b>Competency Title</b>
<b>Units</b>	<b>Core</b>
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan
	<b>Electives</b>
BSBDIV601	Develop and Implement diversity policy
BSBMGT615	Contribute to organise development
BSBINM601	Manage knowledge and information
BSBMGT608	Manage innovation and continuous improvement
BSBMGT616	Develop and implement strategic plans
BSBMKG609	Develop a marketing plan
BSBRISK501	Manage risk
PSPGOV602	Establish and Maintain strategic networks

Infront Training (national provider number 31137) is an Australian Registered Training Organisation (RTO). Our first registration was in 2004 and currently we are registered with Australian Skills Quality Authority (ASQA) until February 2020.



Successful students will be awarded the Advanced Diploma of Leadership & Management BSB61015 aligned to Nationally Recognised Training of the Australian Qualifications Framework (AQF).

### Who should enrol?

There are no specific entry requirements but we encourage you to talk with our facilitator to confirm your experience to successfully enrol and complete this qualification. This qualification is suitable for people who may have higher level

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qualifications in their industry eg Engineers but require Leadership and Management skills and knowledge to further their careers.

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. Our course has a governance, risk, compliance focus. 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.

**Job Roles On completion** job roles that could be relevant to this qualification include Area Manager, Department Manager, Regional Manager, Executive Officer; Program Coordinator; Program Manager or Small Business Owner and Quality Manager.

### **Course Features & Advantages**

- Nationally accredited Advanced Diploma qualification with twelve (12) units of competency (subjects/modules).
- Provides a pathway to a Bachelor degree from a recognised University. Infront Training has a pathway with a recognised Australian University for students who complete this qualification to gain two (2) years off a three (3) degree. Further information can be provided on request.
- The recommended time to complete this course through Infront Training Pty Ltd is a minimum of 12 months.
- Scheduled individual contact sessions to maintain progress.
- Individualised study/training plan can be developed to assist a candidate to schedule their study and assessments.
- Highly qualified and experienced facilitators appointed to the individual student or group.
- Workbased projects recommended where possible so that you work and study with the transferring of the knowledge and skills into workplace situations.
- Feedback provided that is constructive.
- Opportunity for Recognition of Prior Learning.
- Learning resources accessed via Infront Training eLearning student portal.
- Learning resources developed by Infront Training and deliver efficient and effective information to promote your understanding.

### **Benefits for you**

- Linking of the qualification to your career path.
- Fast track your University pathway.
- Save time and money with University pathway.
- Access to experienced facilitator/educator/business professional.
- 24/7 study time and access to information.
- Maintain your work/study/life balance.
- Demonstrate your knowledge and skills in the workplace.
- Immediate transfer of your learnings to the workplace.
- Access to additional resources.
- Infront Training has been a Registered Training Organisation (RTO) since 2004.

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## **Fees & Charges**

The course fee for fee-for-service/private students is \$7500.00. This can be done via a deposit of \$1400 with 5 instalments of \$1000 and a final instalment of \$1100.

If Infront Training or a teacher or learning material resource does refer to additional textbook/s then it is the student's decision whether to purchase at their own expense. The non-purchase of additional resources will not prevent the student from completing their studies.

## **Course commencement**

Once the fully completed enrolment application form and relevant fees paid, Infront Training will process your enrolment. Infront Training Pty Ltd will assist you with your individual training plan; contact details of the teacher/facilitator allocated to you and how to access the student e-learning portal from our website.

## **Course Delivery & Assessment**

Delivery is by self-paced distance education. Depending on your location, onsite visits may be scheduled to assist you.

Assessment evidence may be gathered through structured activities; completing relevant workplace projects; questioning either written or oral; providing a portfolio of workplace documents; demonstration and recognition of prior learning (RPL)/Recognition assessment (RA).

Infront Training Pty Ltd recognises the skills and knowledge that you may have gained through previous studies, work and life experiences. If you feel that RPL is appropriate for all or some of the Units within the qualification you should indicate on your enrolment form. A facilitator will contact you to discuss further.

## **Course Structure (*sample only*)**

There are a total of twelve (12) units of competency in the Advanced Diploma of Leadership & Management.

## **Enquiries & further information**

Email [info@infront-training.com.au](mailto:info@infront-training.com.au)

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