



The Illawarra
Business College

BSB60407

Advanced Diploma of Management



CORE UNITS

BSBINN601A Manage organisational change

BSBMGT616A Develop and implement strategic plans

BSBMGT605B Provide leadership across the organisation

ELECTIVE UNITS

BSBFIM601A Manage finances

BSBMGT617A Develop and implement a business plan

BSBOHS601B Develop a systematic approach to managing OHS

BSBMGT608B Manage innovation and continuous improvement

BSBRISK501A Manage risk

Descriptor

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Possible job titles include:
Manager

Mode of delivery:
This course is available to overseas students holding approved visas only on a full-time basis.

Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Area Manager
- Department Manager
- Regional Manager

Course Duration: 1 year (52 weeks)

Assessment:

Assessments will be conducted to determine the achievement of competency-based learning outcomes. Assessments will include written assignments, projects, observations, practical skills demonstrations, participation in role plays, written reports and may be conducted in real and/or simulated workplace environments.



The Illawarra Business College
(A DIVISION OF FOCAL HOLDINGS PTY LTD)
A.C.N. 064 243 367
CRICOS PROVIDER NO.: 01497F

Level 1, 7 Greenfield Parade Bankstown NSW 2200 Australia
Phone: +61 2 9791 6555 Fax: +61 2 9791 6544
E-mail: info@tibt.nsw.edu.au Web: www.tibt.nsw.edu.au



Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB51107 Diploma of Management or other relevant qualification/s

Pathways from the qualification

After achieving the BSB51107 Diploma of Management, candidates may undertake suitable studies at University.

Employability Skills for BSB60407 Advanced Diploma of Management

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Employability Skill Industry/enterprise requirements for this qualification include:

Communication

- consulting, questioning, clarifying and evaluating information
- interpreting customer needs
- negotiating budgets and plans and then re-developing as required to meet organisational needs
- negotiating with internal and external stakeholders
- utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required

Teamwork

- briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan
- coordinating resources and developing systems to manage team and individual performance
- defining performance measures and working collaboratively with team members
- identifying performance gaps and taking remedial action for underperformance

Problem solving

- assessing financial viability of new opportunities and matching organisational capability with market needs
- collecting and analysing data
- comparing and contrasting data
- conducting situational analyses
- developing and managing risk and contingency plans
- developing strategies for improvement
- performing cost benefit analyses, budgeting, assessing and managing risk

Initiative and enterprise

- evaluating and improving market performance
- identifying strengths and opportunities within organisation's projected capabilities and resources

Planning and organising

- collecting, collating and analysing information using appropriate workplace business systems
- developing customer acquisition and retention strategies
- developing systems that are flexible and responsive to changing circumstances
- evaluating processes and making changes as required
- planning and managing resource acquisition and deployment within budgetary constraints
- planning for contingencies

Self management

- applying discretion and judgement within complex environments
- managing own time and performance
- using judgement in planning and in the selection and allocation of resources
- working within organisational policies and procedures and legislative requirements

Learning

- coaching and mentoring others to acquire new knowledge and skills
- providing learning and development opportunities

Technology

- creating presentations using a range of media
- using computerised systems, software and telecommunication devices
- using technology to assist with the management of information and to assist the planning process
- using technology to record and generate ideas

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.