

Advanced Diploma of Leadership and Management



Descriptor

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.

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.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Possible Job Titles

- Executive Director / Executive Manager
- General Manager
- Business Manager
- Human Resources Manager
- Sales Team Manager

Mode of delivery

This course is delivered to international students in mixed-mode classes of 15 hours face-to-face and 5 hours distance education/online totalling 20 hours per week.

Assessment

Assessment for this qualification is by written reports, case studies, projects, role plays, written assessments and third party reports as well as portfolios of evidence and workplace reports.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all students applying for this qualification. Conditions apply. RPL is the recognition of your current skills and knowledge acquired through prior learning from other training, work or life experience.

Target Groups

Students with substantial experience in a business environment or those wishing to develop such skills to increase their job opportunities.

International Students must hold an approved student visa and study according to their visa conditions.



| Term Dates | | | |
|------------|------------------|------------------|------------------|
| | 2018 | 2019 | 2020 |
| Term 1 | 29 Jan to 6 Apr | 29 Jan to 5 Apr | 28 Jan to 3 Apr |
| Term 2 | 23 Apr to 29 Jun | 22 Apr to 28 Jun | 20 Apr to 26 Jun |
| Term 3 | 16 Jul to 21 Sep | 15 Jul to 20 Sep | 13 Jul to 18 Sep |
| Term 4 | 8 Oct to 14 Dec | 7 Oct to 13 Dec | 5 Oct to 11 Dec |

COURSE DURATION

104 weeks

UNITS OF COMPETENCY:

CORE UNITS

- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBMGT605 Provide leadership across the organisation
- BSBMGT617 Develop and implement a business plan

ELECTIVE UNITS

- BSBDIV601 Develop and implement diversity policy
- BSBHRM602 Manage human resources strategic planning
- BSBHRM604 Manage employee relations
- BSBMGT608 Manage innovation and continuous improvement
- BSBMGT616 Develop and implement strategic plans
- BSBMKG609 Develop a marketing plan
- BSBRSK501 Manage risk
- BSBWHS605 Develop, implement and maintain WHS management systems

The Illawarra Business College
(a division of Focal Holdings Pty Ltd)
A.C.N. 064 243 367

RTO ID 90191

CRICOS Provider No.: 01497F
Head Office: 44 Raymond Street
Bankstown NSW 2200 Australia



+61 2 9791 6555

Fax: +61 2 9791 6544



info@tbbc.nsw.edu.au

www.tbbc.nsw.edu.au