



INFINITE POSSIBILITIES

AUSTRALIAN BUSINESS INSTITUTE

RTO Code : 31770 | CRICOS Code : 04151H

BSB60420

ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

COURSE OVERVIEW

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.

ENTRY REQUIREMENTS:

Australian Business Institute has the following entry requirements:

International students must:

- Be at least 18 years of age and have completed Year 12 or equivalent.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 6.0 test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - o Educated for 5 years in an English-speaking country; or
 - o Successful completion of an English Placement Test

*Note that other English language tests, such as PTE and TOEFL, can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

COURSE DURATION

This qualification will be delivered over 68 weeks, including 60 weeks of training and assessment spread over 5 terms and 8 weeks of holidays.

Class sessions are planned to ensure that students have a mixture of practical and theoretical components, and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments are simulated and used to conduct skills-based assessments in accordance with unit requirements.

DELIVERY MODE AND LOCATION

This course will be delivered face-to-face in a classroom-based setting, which includes the simulation of workplace-based environment.

The course is delivered at:

1009 Ipswich Road, Moorooka, Brisbane, Queensland 4105 Australia

CAREER OUTCOMES

Students who complete this course may be able to seek employment in a range of Management roles.

Managing Director, Manager, Department Manager, Chief Executive Officer, Quarry Business Manager, Area Manager, Business Analyst, Business Development Director, Senior Executive, Executive Director

EDUCATION PATHWAYS

Students who complete this course may wish to continue their education into the BSB80120 Graduate Diploma of Management (Learning) or a range of Graduate Diploma qualifications, as well as higher education qualifications in business or management.

COURSE STRUCTURE

The BSB60420 Advanced Diploma of Leadership and Management requires the successful completion of five (5) core units and five (5) elective units. Electives for this qualification have been chosen by Australian Business Institute to ensure that students achieve a broad range of skills and knowledge in accounting.

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
BSBSTR602	Develop organisational strategies	Elective
BSBPMG633	Provide leadership for the program	Elective
BSBHRM611	Contribute to organisational performance development	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective

ENROLMENT AND ORIENTATION

Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students will need to read all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed acceptance of the offer and written agreement are received.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, and course progress requirements.

This course outline should be read in conjunction with Australian Business Institute Student Handbook.

ADDITIONAL SUPPORT

All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:

- Academic and personal support.
- Referral to external support services.

TRAINING ARRANGEMENTS

Students are required to attend classes for 20 hours a week and complete approximately 5 hours of homework per week. Homework will include reading and general research for assessments.

ASSESSMENT ARRANGEMENTS

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Projects
- Presentations
- Report writing
- Observations
- Questioning (oral or written)

At the beginning of each unit, trainers will outline the assessment tasks that must be completed.

COURSE COSTS:

The costs for this course are as follows:

Enrolment fee: \$250 (non-refundable to be paid on application)

Material fee: \$250

Tuition fee: \$16,000.00

Course fees: Total cost is AUD\$16,500

COURSE CREDIT

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our Student Handbook, which can be emailed to you.

The granting of course credit may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing.

For any questions about course credit, contact us at the details shown below.

SELECTION AND ENROLMENT PROCEDURES

To enrol for this course, an enrolment form must be completed, which can be emailed or posted to students. The enrolment form should be completed and then sent to us along with all the required documentation.

For more information about our selection and enrolment processes, contact us at the details shown below.



**AUSTRALIAN
BUSINESS INSTITUTE**

Contact Details

To enrol in this qualification, Please contact us

QTN Pty Ltd T/A Australian Business Institute

+61 488 309 309

admin@abi.edu.au



1009 Ipswich Road, Moorooka,
Brisbane, Queensland 4105
Australia