



START LEARNING

Kickstart your career with a nationally
recognised course

BSB60420

Advanced Diploma of Leadership and Management

Course Information

BSB60420

Advanced Diploma of Leadership and Management

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training



RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929



Affordable

Competitive Course Price



Adaptable

Study Anywhere at Any Time



Approachable

Extensive Trainer Support



Achievable

Fast Assessment Response

Course Overview

BSB60420 **Advanced Diploma** **of Leadership and** **Management**

Delivery mode:
Online (Self-paced)

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

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To successfully enrol in this course, you must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

Alternatively, you must have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise and able to **provide evidence to satisfy the qualification entry requirements**.

The following are examples of evidence for LET Training to evaluate and assess the qualification entry requirements:

- **An official statement from your employer/s** outlining your role and responsibilities carried out with two years equivalent full-time relevant workplace experience in an operational or leadership role; and/or
- **Performance review report/s** that specify your role and responsibilities carried out with two years equivalent full-time relevant workplace experience in an operational or leadership role; and/or
- **A signed job description/s** confirming your role and responsibilities with two years equivalent full-time relevant workplace experience in an operational or leadership role; and/or
- **Service agreement/s** confirming your service and responsibilities carried out with two years equivalent full-time relevant workplace experience in an operational or leadership role.

CONTACT US

Speak to LET Training's Course Advisors if you:

- Wish to discuss the prerequisite requirements further;
- Have worked in an operational or leadership role with two years' equivalent full-time experience but unsure how to provide the evidence required;
- Are unsure if this is the right course for your career development.

Contact us at:

Ph: 02 9633 3929

Email: enquire@lettraining.com.au

Units of Study

Consistent with qualification rules and the entry requirements, you are required to complete **10 units of competency** in order to be awarded the qualification of Advanced Diploma of Leadership and Management. LET Training offers the following units:

Core units (5):

- 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

Elective units (5):

- BSBCRT511 Develop critical thinking in others
- BSBFIN601 Manage organisational finances
- BSBHRM614 Contribute to strategic workforce planning
- BSBPEF501 Manage personal and professional development
- BSBSTR602 Develop organisational strategies

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document.

If you wish to change any elective units, please speak to one of our friendly course advisors.

Study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Satisfy the qualification **Entry Requirements**;
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and
- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support sessions; and
- Participate in interactive assessment activities and interviews as required.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data; to write reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets; to read and understand workplace figures, statistics and measurements; and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, participate in web based communications, read PDF files, produce documents, analyse information and data.
- **Research skills** to be able to research information and data from a variety of sources.
- **Attention to detail** to successfully complete all assessment tasks to the required published standard.

How to study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, you have **up to 12 months** to complete the course.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full amount upfront, simply select the plan that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.
- We find students that are genuinely motivated to progress through the course, can complete the full course in less than the offered term.
- On average it may take you 65-75 hours to complete a unit of competency. However this will be influenced by your experience, life situation, time availability and work rate.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on the LET Training website's Learning Support page; and

You also have the opportunity to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Web-based applications (e.g. Zoom and Microsoft Teams).

Career Opportunities

Successful completion of Advanced Diploma of Leadership and Management can qualify you for roles and positions across a range of enterprise and industry contexts, including:

- Senior managers
- Leaders of business units
- Senior business advisor
- Senior business consultant

Recognition of Prior Learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study Pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing the Advanced Diploma of Leadership and Management, you may like to enrol in LET Training's Advanced Diploma of Business for further potential career opportunities.

Alternatively, you may like to further your study with a university degree.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and Administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929



enquire@lettraining.com.au

Appendix – Course Unit Information

BSB60420 Advanced Diploma of Leadership and Management

Unit of competency	Applications
BSBCRT611 Apply critical thinking for complex problem solving	<p>This unit describes the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace.</p> <p>The unit applies to individuals who are required to think critically in order to develop structured and innovative solutions to overcome complex organisational issues. Individuals in these roles operate with a high degree of autonomy and may undertake non-standard work tasks involving escalated risks. These individuals are often responsible for a team or work area.</p>
BSBLDR601 Lead and manage organisational change	<p>This unit describes the skills and knowledge required to lead and manage organisational change.</p> <p>The unit applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, workforce development, or work in a strategic policy or planning area.</p>
BSBLDR602 Provide leadership across the organisation	<p>This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.</p> <p>The unit applies to individuals who have a role in modelling professionalism in their organisation and industry and inspiring and motivating others to achieve organisational goals. Leadership is seen in the context of the organisational mission.</p>
BSBOPS601 Develop and implement business plans	<p>This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.</p> <p>The unit applies to individuals who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation. These individuals may oversee the work of a number of teams and other managers.</p>
BSBST601 Manage innovation and continuous improvement	<p>This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.</p> <p>The unit applies to individuals with managerial responsibilities who aim to build a better and more effective work environment. Continuous improvement and innovation have links with the model of the learning organisation and people working at this level play an important role in building the culture, values and attitudes of the organisation.</p>
BSBCRT511 Develop critical thinking in others	<p>This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.</p> <p>The unit applies to individuals who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles. This unit applies to individuals who are typically responsible for leading teams.</p>

Unit of competency	Applications
BSBFIN601 Manage organisational finances	<p>This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting. This unit also describes the skills and knowledge required to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to reviewing financial information, analysing financial risks, preparing a budget and reporting on financial activity.</p> <p>The unit applies to individuals who have managerial responsibilities which include overseeing the management of financial and other resources across a business unit, a series of business units or teams, or an organisation. It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.</p>
BSBHRM614 Contribute to strategic workforce planning	<p>This unit describes the skills and knowledge required to contribute to development, implementation and maintenance of a strategic approach to workforce planning in an organisation ensuring that there is the structure and staff in place to meet current and foreseeable organisational objectives.</p> <p>The unit applies to individuals employed as human resource practitioners with knowledge of human resources and organisational objectives.</p>
BSBPEF501 Manage personal and professional development	<p>This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.</p> <p>The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.</p>
BSBSTTR602 Develop organisational strategies	<p>This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementing the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.</p> <p>The unit applies to individuals working in senior roles in the organisation who have responsibility for ensuring that the organisation is positioned to ensure its long-term viability and success.</p>