



START LEARNING

**Kickstart your career with a nationally
recognised course**

BSB60915 & BSB61015

**Advanced Diploma of Management (Human Resources) &
Advanced Diploma of Leadership and Management**

Course Information

BSB60915 & BSB61015

Advanced Diploma of Management (Human Resources) & Advanced Diploma of Leadership and Management

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

BSB60915 Advanced Diploma of Management (Human Resources) reflects the role of individuals working as human resource directors, strategists and national, regional or global human resource managers. This qualification, which has been designed by industry professionals, is ideal if you already have significant professional experience and in your current role you provide leadership and strategic direction in an organisation's human resource policies, procedures and activities.

BSB61015 Advanced Diploma of Leadership & Management 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.

Why Study with LET Training?

Affordable Qualification Courses

Flexible & Accessible Learning

Knowledgeable Trainers

Friendly & Helpful Support

Fast Assessment Response

The average course completion time-frame

We find students that are genuinely motivated to progress through the course can complete the full course in less than 18 months.

On average it may take you 60 - 70 hours to complete a unit of competency.

However, this will be influenced by your experience, time availability and work rate.

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 **24 months** to complete this qualification, but you may complete it in less time.

We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

- **Payment Plans** - simply tick one that suits you the best; or pay the full course fee upfront.

- **No minimum course timeframe** - you can complete the course as quickly as you choose.

The Learning supports

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

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email;
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

Accreditation

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

To be awarded these two qualifications, you are required to complete **14 units of competency**. LET Training offers the following units:

Advanced Diploma of Management (Human Resources), 8 units of competency are required:

Core units (6):

- BSBDIV601 Develop and implement diversity policy
- BSBHRM602 Manage human resources strategic planning
- BSBINN601 Lead and manage organisational change
- BSBMGT605 Provide leadership across the organisation
- BSBMGT615 Contribute to organisation development
- BSBMGT616 Develop and implement strategic plans

Elective units (2):

- BSBINM601 Manage knowledge and information
- BSBMGT608 Manage innovation and continuous improvement

Advanced Diploma of Leadership and Management, 12 units of competency are required:

Core units (4):

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

Elective units (8):

- BSBCOM603 Plan and establish compliance management systems
- BSBINM601 Manage knowledge and information
- BSBMGT608 Manage innovation and continuous improvement
- BSBMGT616 Develop and implement strategic plans
- BSBMKG609 Develop a marketing plan
- BSBRSK501 Manage risk
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWHS605 Develop, implement and maintain WHS management systems

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 unit/s, please speak to one of our friendly course advisors.

Entry and 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.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: Completion of post-secondary studies or at least 6 months' work experience; and
- Have access to a fully-functional computer/smart device loaded with a web browser and appropriate software applications to read PDF files and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

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, read PDF files, produce documents, analyse information and data.
- The ability to research information and data from a variety of sources.

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 with your assessor.

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.

Career opportunities

Successful completion of this dual qualification can qualify you for a range of roles and positions, including:

- Executive Officer
- General Manager
- Human Resources Director
- National Human Resource Manager
- Head of People and Culture
- Office Manager
- Executive Assistant

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 BSB60915 Advanced Diploma of Management (Human Resources) & BSB61015 Advanced Diploma of Leadership and Management, you may want to pursue further studies in Management or Human Resources at university.

Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929 or (02) 9633 4582



enquire@lettraining.com.au



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Appendix – Course Unit Information

BSB60915 Advanced Diploma of Management (Human Resources)

Unit of competency	Applications
BSBDIV601 Develop and implement diversity policy	<p>This unit describes the skills and knowledge required to research diversity and its importance to organisational activity and to draft, plan and implement diversity policy.</p> <p>It applies to individuals working in organisations with staff and clients from different cultures, races or religions, multiple generations, or where there are other forms of diversity in the workforce.</p>
BSBHRM602 Manage human resources strategic planning	<p>This unit describes the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives</p> <p>It applies to individuals employed as human resource managers after a firm grounding has been established in a range of human resource activities.</p>
BSBINN601 Lead and manage organisational change	<p>This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.</p> <p>It 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, human resources development, or work in a strategic policy or planning area.</p> <p>The unit takes a structured approach to change management and applies to people with considerable work experience and organisational knowledge.</p>
BSBMGT605 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>It applies to individuals who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.</p>
BSBMGT615 Contribute to organisation development	<p>This unit describes the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals.</p> <p>It applies to individuals with organisation wide responsibilities who are critically involved in shaping and focussing the organisation so that it can adapt to new technologies, challenges and markets.</p>
BSBMGT616 Develop and implement strategic plans	<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 implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.</p> <p>It 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>

BSBINM601**Manage knowledge and information**

This unit describes the skills and knowledge required to develop and maintain information processing systems to support decision making; and to optimise the use of knowledge and learning throughout the organisation.

It applies to individuals who are responsible for ensuring that critical knowledge and information are readily available to review the organisation s performance and to ensure its effective functioning. It applies to a wide range of knowledge and information such as business performance data, customer feedback, statistical data and financial data.

BSBMGT608**Manage innovation and continuous improvement**

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.

It applies to people 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.

BSB61015 Advanced Diploma of Leadership and Management

Unit of competency	Applications
BSBFIM601 Manage finances	<p>This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.</p> <p>It 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>
BSBINN601 Lead and manage organisational change	<p>This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.</p> <p>It 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, human resources development, or work in a strategic policy or planning area.</p> <p>The unit takes a structured approach to change management and applies to people with considerable work experience and organisational knowledge.</p>
BSBMGT605 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>It applies to individuals who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.</p>
BSBMGT617 Develop and implement a business plan	<p>This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.</p> <p>It applies to individuals who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation. As such, they may oversee the work of a number of teams and other managers.</p>
BSBCOM603 Plan and establish compliance management systems	<p>This unit describes the skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfil its obligations and responsibilities under applicable compliance requirements.</p> <p>It applies to individuals who have specific responsibility for the planning, development and operation of a compliance program/management system.</p> <p>Application of this unit must be consistent with the pertinent sections of relevant Australian and international standards and legislative requirements including: AS 3806:2006 Compliance programs, AS ISO 10002:2006 Customer satisfaction Guidelines for complaints handling in organizations, AS/NZS 4360:2004 Risk management and AS ISO 15489:2004 Records management.</p>
BSBINM601 Manage knowledge and information	<p>This unit describes the skills and knowledge required to develop and maintain information processing systems to support decision making; and to optimise the use of knowledge and learning throughout the organisation.</p> <p>It applies to individuals who are responsible for ensuring that critical knowledge and information are readily available to review the organisation's performance and to ensure its effective functioning. It applies to a wide range of knowledge and information such as business performance data, customer feedback, statistical data and financial data.</p>

<p>BSBMGT608</p> <p>Manage innovation and continuous improvement</p>	<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>It applies to people 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>
<p>BSBMGT616</p> <p>Develop and implement strategic plans</p>	<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 implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.</p> <p>It 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>
<p>BSBMKG609</p> <p>Develop a marketing plan</p>	<p>This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.</p> <p>It applies to individuals working in senior marketing positions who are responsible for formulating a marketing plan by developing specific marketing strategies and tactics in accordance with the organisation's overall marketing objectives.</p> <p>Individuals operating at this level may receive input from people working under their supervision who collect information required to devise specific marketing strategies and tactics.</p>
<p>BSBR501</p> <p>Manage risk</p>	<p>This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.</p> <p>It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.</p>
<p>BSBSUS501</p> <p>Develop workplace policy and procedures for sustainability</p>	<p>This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.</p> <p>It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.</p>
<p>BSBWHS605</p> <p>Develop, implement and maintain WHS management systems</p>	<p>This unit describes the skills and knowledge required to develop, implement and maintain a Work Health and Safety management system (WHSMS) or parts of a WHSMS.</p> <p>It applies to individuals with organisational responsibilities and who have advanced practical knowledge required to coordinate, facilitate and maintain the WHS program in an organisation.</p>