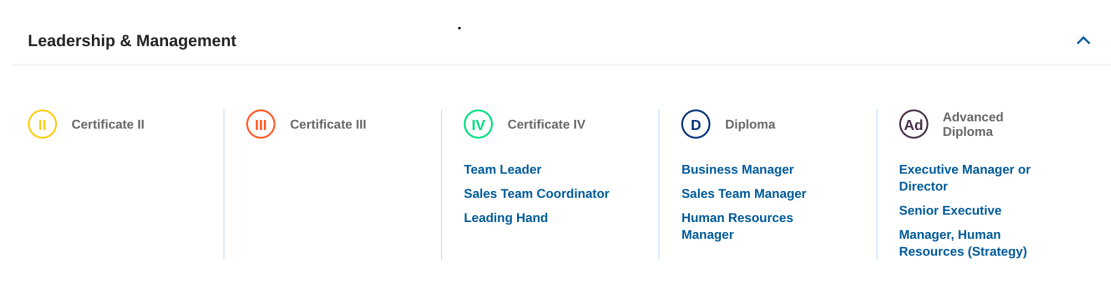




## BSB61015 Advanced Diploma of Leadership and Management

| COURSE OVERVIEW                               |  |
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| <b>RTO Name</b>                               | <b>Davies Institute Pty Ltd T/A Bella College Australia (Bella College)</b>  |
| <b>RTO Code</b>                               | 45014  |
| <b>Training package</b>                       | <b>BSB Business Services Training Package</b>  |
| <b>Qualification</b>                          | <b>BSB61015 Advanced Diploma of Leadership and Management</b>  |
| <b>CRICOS Course Code</b>                     | 0100313  |
| <b>Units of Competency</b>                    | Total: 12 units<br>(including 4 Core Units and 8 Elective Units)   |
| <b>Qualification details/ Course overview</b> | <p>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.</p> <p>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.</p> <p>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.</p> |
| <b>Job roles (examples)</b>                   | Manager, Area Manager, Business Analyst, Quarry Business Manager, Senior Executive, Business Development Director, Executive Director, Department Manager, Managing Director, Chief Executive Officer  |
| <b>Pathways into the qualification</b>        | <p>No specific pathway, however Certificate IV in Leadership and Management or similar recommended</p>  <p>The diagram shows a progression of qualifications: Certificate II, Certificate III, Certificate IV, Diploma, and Advanced Diploma. Job roles are listed for Certificate IV, Diploma, and Advanced Diploma.</p>  |
| <b>Pathways from the qualification</b>        | <ul style="list-style-type: none"> <li>Graduate Diploma of Strategic Leadership or Bachelor Degree; or other Advanced Diploma qualifications.</li> </ul>   |
| <b>Entry requirements</b>                     | <p>Though the training package does not stipulate any entry requirements, Bella College uses the following criteria for entry into this qualification:</p> <ul style="list-style-type: none"> <li>Domestic students <ul style="list-style-type: none"> <li>Age 18+</li> <li>LLN test</li> <li>Completed high school, or equivalent or Diploma (or 2-3 years' work experience in a supervisory role)</li> </ul> </li> </ul>   |



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|  | <ul style="list-style-type: none"> <li>▪ International students (if course offered in the future) <ul style="list-style-type: none"> <li>○ Age 18+</li> <li>○ IELTS 5.5 or equivalent English proficiency</li> <li>○ Completed high school, or equivalent</li> </ul> </li> </ul>                                 |
| <b>Qualification and recognition</b>   | Students who successfully complete this qualification will be awarded the nationally recognised BSB61015 Advanced Diploma of Leadership and Management   |
| <p><b>Program</b><br/>This program requires the completion of 12 units of competency</p> <p><b>Core Units</b></p> <p>BSBFIM601 Manage finances</p> <p>BSBMGT605 Provide leadership across the organisation</p> <p>BSBINN601 Lead and manage organisational change</p> <p>BSBMGT617 Develop and implement a business plan</p> <p><b>Elective Units</b></p> <p>BSBDIV601 Develop and implement diversity policy</p> <p>BSBHRM602 Manage human resources strategic planning</p> <p>BSBHRM604 Manage employee relations</p> <p>BSBMGT615 Contribute to organisation development</p> <p>BSBMGT616 Develop and implement strategic plans</p> <p>BSBMKG609 Develop a marketing plan</p> <p>BSBSUS501 Develop workplace policy and procedures for sustainability</p> <p>BSBWHS605 Develop, implement and maintain WHS management systems</p> <p>Electives may be changed at any stage.</p> |  |
| <b>Learning outcomes</b>   | <ul style="list-style-type: none"> <li>▪ Develop and manage business plans and strategic plans</li> <li>▪ Manage organisational change and development</li> <li>▪ Manage human resources</li> <li>▪ Develop marketing plans</li> <li>▪ Manage finances</li> <li>▪ Manage sustainability, risk and WHS</li> </ul> |
| <b>Mode of delivery</b>  | <ul style="list-style-type: none"> <li>• Classroom based</li> </ul>  |
| <b>Program delivery</b><br><b>Classroom based</b>  | <p><b>Delivery location: Level 1 Suite 1, 345 Ann St Brisbane QLD 4000</b></p> <p><b>Number of study weeks: 40</b></p>   |



|   | <p><b>Holiday weeks:</b> Up to 12 weeks<br/> <b>Total duration:</b> 52 weeks<br/> <b>Number of hours per week:</b> 20 hours<br/> <b>Class timetable:</b> Classes may be held between 9am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables at the beginning of each term. See sample timetable below:</p> <p><b>Sample timetable</b></p> <table border="1" data-bbox="347 533 1278 1182"> <thead> <tr> <th>7-week block</th> <th>8:30-11:00am</th> <th>11:15-1:15pm</th> <th>1:45-3:45pm</th> <th>4:00-pm-5:30pm</th> </tr> </thead> <tbody> <tr> <td>Monday (8 hours)</td> <td>BSBFIM601<br/>Manage finances</td> <td>BSBFIM601<br/>Manage finances</td> <td>BSBFIM601<br/>Manage finances</td> <td>BSBFIM601<br/>Manage finances</td> </tr> <tr> <td>Tuesday (8 hours)</td> <td>BSBMGT605<br/>Provide leadership across the organisation</td> <td>BSBMGT605<br/>Provide leadership across the organisation</td> <td>BSBMGT605<br/>Provide leadership across the organisation</td> <td>BSBMGT605<br/>Provide leadership across the organisation</td> </tr> <tr> <td>Wednesday (4 hours)</td> <td>BSBFIM601<br/>Manage finances</td> <td>BSBMGT605<br/>Provide leadership across the organisation</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | 7-week block  | 8:30-11:00am  | 11:15-1:15pm  | 1:45-3:45pm | 4:00-pm-5:30pm | Monday (8 hours) | BSBFIM601<br>Manage finances | BSBFIM601<br>Manage finances | BSBFIM601<br>Manage finances | BSBFIM601<br>Manage finances | Tuesday (8 hours) | BSBMGT605<br>Provide leadership across the organisation | BSBMGT605<br>Provide leadership across the organisation | BSBMGT605<br>Provide leadership across the organisation | BSBMGT605<br>Provide leadership across the organisation | Wednesday (4 hours) | BSBFIM601<br>Manage finances | BSBMGT605<br>Provide leadership across the organisation |  |  |  |  |  |  |  |
|---|---|---|---|---|-------------|----------------|------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------|---|---|---|---|---------------------|------------------------------|---|--|--|--|--|--|--|--|
| 7-week block                              | 8:30-11:00am  | 11:15-1:15pm  | 1:45-3:45pm   | 4:00-pm-5:30pm  |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |
| Monday (8 hours)                          | BSBFIM601<br>Manage finances  | BSBFIM601<br>Manage finances                            | BSBFIM601<br>Manage finances                            | BSBFIM601<br>Manage finances                            |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |
| Tuesday (8 hours)                         | BSBMGT605<br>Provide leadership across the organisation   | BSBMGT605<br>Provide leadership across the organisation | BSBMGT605<br>Provide leadership across the organisation | BSBMGT605<br>Provide leadership across the organisation |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |
| Wednesday (4 hours)                       | BSBFIM601<br>Manage finances  | BSBMGT605<br>Provide leadership across the organisation |   |   |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |
|   |   |   |   |   |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |
| <p><b>Teaching/learning resources</b></p> | <p>Students will have access to the following course materials:</p> <ol style="list-style-type: none"> <li>1. Study Guides</li> <li>2. Assessment packs</li> <li>3. Power-point presentations</li> <li>4. Online course content</li> <li>5. Computers</li> <li>6. Internet access</li> <li>7. Links to external resources</li> <li>8. Overhead projectors</li> </ol>  |   |   |   |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |
| <p><b>Assessment methods</b></p>          | <p><b>Assessments/ Evidence-gathering techniques may include:</b></p> <ol style="list-style-type: none"> <li>A. Role Play / Video recordings/ Presentation / Discussion Forums</li> <li>B. Oral – Questioning</li> <li>C. Case study</li> <li>D. Written assessments / Report / Essay / Research / Group Project</li> </ol> <p>Domestic students may be required to submit video presentations to authenticate some of their assessments and they may also be required to participate in an oral interview at their course end of the course if attendance has been limited in class.</p> <p>Bella College does not use any third party services for the delivery and assessment of its courses.</p>  |   |   |   |             |                |                  |                              |                              |                              |                              |                   |   |   |   |   |                     |                              |   |  |  |  |  |  |  |  |



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| <b>Nominal hours</b>                                  | 800 hours  |
| <b>Recognition of Prior Learning/ Credit Transfer</b> | <p>Students may apply for Recognition of Prior Learning (RPL) for this qualification. RPL is the process of formal recognition for skills and knowledge gained through previous learning such as:</p> <ul style="list-style-type: none"> <li>• Life experiences</li> <li>• Previous formal learning</li> <li>• Employment</li> <li>• Recreational or personal interests</li> </ul> <p>Students will be required to submit a detailed RPL Form that can be obtained from the Administration Office.</p> <p>Students may also apply for Credit Transfer, if they have previously completed the equivalent units at another Registered Training Organisation (RTO). All Australian Qualification Framework (AQF) Qualifications and Statements of Attainment issued by other RTOs will be fully recognised by BCA unless prevented by licensing or regulatory requirements.</p> <p><b>Visa Implications for International Students</b></p> <p>Students are advised that the grant of RPL/Credit Transfer may result in a shortening of their enrolment duration and may impact on their student visa.</p> <p>For international students studying in Australia, when the granting of RPL/ course credit leads to a shortening of the student's course, the College will:</p> <ul style="list-style-type: none"> <li>• in cases where RPL/ course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by RPL/ course credit) in the confirmation of enrolment issued for that student for that course, or</li> <li>• in cases where RPL/ course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act. In these circumstances, a new confirmation of enrolment will be issued.</li> </ul> |
| <b>Term Dates</b>                                     | Please refer to Bella College Term Dates   |
| <b>Fees</b>   | Please refer to the Fee Schedule   |

*IMPORTANT: Please refer to the Student Handbook for further information and policies relevant to your enrolment at BCA. A copy of the Student Handbook can be requested via email.*