

Advanced Diploma of Leadership and Management (E-Learning)

Description

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 synthesize 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

Job roles

Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is

- Area Manager
- Department Manager
- Regional Manager.

Employability Skills – Qualification Summary

The following table contains a summary of the employability skills for this qualification. The employability skills facets described here are broad industry requirements

| Employability skill | Industry/enterprise requirements for this qualification include: |
|----------------------|---|
| Communication | <ul style="list-style-type: none"> ▶ consulting, questioning, clarifying and evaluating information ▶ interpreting customer needs ▶ negotiating budgets and plans and then re-developing as required to meet organisational needs ▶ negotiating with internal and external stakeholders ▶ utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required |
| Teamwork | <ul style="list-style-type: none"> ▶ briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan ▶ coordinating resources and developing systems to manage team and individual performance |

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| | <ul style="list-style-type: none"> ▶ defining performance measures and working collaboratively with team members ▶ identifying performance gaps and taking remedial action for underperformance |
| Problem-solving | <ul style="list-style-type: none"> ▶ assessing financial viability of new opportunities and matching organisational capability with market needs ▶ collecting and analysing data ▶ comparing and contrasting data ▶ conducting situational analyses ▶ developing and managing risk and contingency plans ▶ developing strategies for improvement ▶ performing cost benefit analyses, budgeting, assessing and managing risk |
| Initiative and enterprise | <ul style="list-style-type: none"> ▶ evaluating and improving market performance ▶ identifying strengths and opportunities within organisation's projected capabilities and resources |
| Planning and Organising | <ul style="list-style-type: none"> ▶ collecting, collating and analysing information using appropriate workplace business systems ▶ developing customer acquisition and retention strategies ▶ developing systems that are flexible and responsive to changing circumstances ▶ evaluating processes and making changes as required ▶ planning and managing resource acquisition and deployment within budgetary constraints ▶ planning for contingencies |
| Self-management | <ul style="list-style-type: none"> ▶ applying discretion and judgement within complex environments ▶ managing own time and performance ▶ using judgement in planning and in the selection and allocation of resources ▶ working within organisational policies and procedures and legislative requirements |
| Learning | <ul style="list-style-type: none"> ▶ coaching and mentoring others to acquire new knowledge and skills ▶ providing learning and development opportunities |
| Technology | <ul style="list-style-type: none"> ▶ creating presentations using a range of media ▶ using computerised systems, software and telecommunication devices ▶ using technology to assist with the management of information and to assist the planning process ▶ using technology to record and generate ideas |

Qualification Entry Requirements

Academic

- AAC Diploma of Leadership and Management OR
- Equivalent Diploma from any other PEIs in relevant field OR
- Any Other Polytechnic Diploma in relevant field

English Proficiency

- AAC Diploma of Leadership and Management OR
- IELTS 5.5 OR
- AAC EFL Level-5 or equivalent OR
- AAC Certificate in Business English OR any other Equivalent qualification

Applicant must be of age 17 and above

Qualification Modules

Part Time

| # | Code | Module Name | Competency Code* | Competency Name* | Face to Face Hours | Assessment Preparation hours | Self-Directed Study hours |
|---|--------|--------------------------|------------------|--|--------------------|------------------------------|---------------------------|
| 1 | ADM201 | Innovation and Change II | BSBINN601 | Lead and Manage Organisational change | 30 | 60 | 60 |
| 2 | ADM202 | Leadership II | BSBMGT605 | Provide leadership across the organisation | 30 | 60 | 60 |
| | | | BSBRSK501 | Manage Risk | 30 | 60 | 60 |
| 3 | ADM203 | Strategic Planning | BSBMGT616 | Develop and implement strategic plans | 30 | 60 | 60 |
| 4 | ADM204 | Managing Quality | BSBMGT608 | Manage innovation and continuous improvement | 30 | 60 | 60 |

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|--|--------|-----------------------------------|-----------|--|---------------------------|-----|-----|
| | | | BSBMGT622 | Manage Resources | 30 | 60 | 60 |
| 5 | ADM205 | Planning for Business | BSBMGT617 | Develop and implement a business plan | 30 | 60 | 60 |
| 6 | ADM206 | Marketing Strategies and Planning | BSBMKG609 | Develop a marketing plan | 30 | 60 | 60 |
| 7 | ADM207 | OHS Management | BSBWHS605 | Develop, implement and maintain WHS management systems | 30 | 60 | 60 |
| 8 | ADM208 | Human Resource Management | BSBHRM602 | Manage Human resource strategic planning | 30 | 60 | 60 |
| | | | BSBHRM604 | Manage Employee Relations | 30 | 60 | 60 |
| 9 | ADM209 | Manage Finances | BSBFIM601 | Manage Finances | 30 | 60 | 60 |
| | | | | | 270 | 540 | 540 |
| * Competency Code and Competency Name are taken from the BSB61015 Training Package release 1.1 | | | | | Total Learning Hours 1350 | | |

| Synopsis | | |
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| Module Name | Unit of Competency | Description |
| Innovation and Change II | BSBINN601 Lead and Manage Organisational change | This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies. |
| Leadership II | BSBMGT605 Provide leadership across the organisation | 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. |
| | BSBRISK501 Manage Risk | 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. |

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| Strategic Planning | BSBMGT616 Develop and implement strategic plans | 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. |
| Managing Quality | 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. |
| | BSBMGT622 Manage Resources | This unit describes the skills and knowledge required to manage resources in accordance with planned business strategies. It includes analysing resource requirements, developing resource plans, allocating resources, and reviewing and reporting on resource usage. |
| Planning for Business | BSBMGT617 Develop and implement a business plan | 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. |
| Marketing Strategies and Planning | BSBMKG609 Develop a marketing plan | This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation. |
| WHS Management | BSBWHS605 Develop, implement and maintain WHS management systems | 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. |

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| Human Resource Management | BSBHRM602 Manage Human resource strategic planning | 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 |
| | BSBHRM604 Manage Employee Relations | This unit describes the skills and knowledge to develop and maintain a positive and productive workplace environment. It covers all aspects of employee relations impacting on managers at the strategic level. |
| Manage Finances | BSBFIM601 Manage Finances | 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. |

Assessment Arrangements

| Competency Code | Competency Name | Demonstration | Practical | Activities | Observation | Role play | Case study/Scenario | Questions and Answers | Project/Report | Presentation, | Portfolio/Journal | Online |
|-----------------|--|---------------|-----------|------------|-------------|-----------|---------------------|-----------------------|----------------|---------------|-------------------|--------|
| BSBINN601 | Lead and Manage Organisational change | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| BSBMGT605 | Provide leadership across the organisation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| BSBR501 | Manage Risk | | | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ |
| BSBMGT616 | Develop and implement strategic plans | | | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ |
| BSBMGT608 | Manage innovation and continuous improvement | | | ✓ | | | | ✓ | ✓ | | ✓ | ✓ |
| BSBMGT622 | Manage Resources | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| BSBMGT617 | Develop and implement a business plan | | | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ |
| BSBMKG609 | Develop a marketing plan | | | | | | | ✓ | ✓ | ✓ | | ✓ |
| BSBWHS605 | Develop, implement and maintain WHS management systems | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | | | ✓ |
| BSBHRM602 | Manage Human resource strategic planning | | | ✓ | | ✓ | ✓ | ✓ | ✓ | | | ✓ |
| BSBHRM604 | Manage Employee Relations | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |
| BSBFIM601 | Manage Finances | | | ✓ | | | | ✓ | ✓ | ✓ | | ✓ |

The assessment objectives tested in these modules are broadly categorised in the following hierarchical order

1. **Knowledge:** Exhibit memory of previously learned materials by recalling facts, terms, basic concepts and answers
2. **Comprehension:** Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating the main ideas
3. **Application:** Using new knowledge. Solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different way
4. **Analysis:** Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations
5. **Evaluation:** Present and defend opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria
6. **Synthesis:** Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions

Specification Grid

The relationship between the assessment objectives and components of the scheme of assessment is as follows

| Knowledge | Comprehension | Application | Analysis | Evaluation | Synthesis |
|-----------|---------------|-------------|----------|------------|-----------|
| 10% | 20% | 20% | 20% | 20% | 10% |

The assessment objectives are weighted to give an indication of their relative importance.

They are not intended to provide a precise statement of the number of marks in particular skills.

Assessments

| Code | Name of the module | Assessment 1 | Assessment 2 |
|-------------|-----------------------------------|---------------------|---------------------|
| ADM 201 | Innovation and Change | 50% Assignment | 50% Assignment |
| ADM 202 | Leadership II | 50% Assignment | 50% Assignment |
| ADM 203 | Strategic Planning | 50% Assignment | 50% Assignment |
| ADM 204 | Managing Quality | 50% Assignment | 50% Assignment |
| ADM 205 | Planning for Business | 50% Assignment | 50% Assignment |
| ADM 206 | Marketing Strategies and Planning | 50% Assignment | 50% Assignment |
| ADM 207 | WHS Management | 50% Assignment | 50% Assignment |
| ADM 208 | Human Resource Management | 50% Assignment | 50% Assignment |
| ADM 209 | Managing Finances | 50% Assignment | 50% Class Test |

Graduation Requirement:

In order to be awarded the Advanced Diploma of Leadership and Management (E-Learning), a student must obtain at least a **Pass Grade** in all the modules within the eligibility period of 2 years from the original completion date.