

**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

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

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

## Qualification Entry Requirements

### Academic

- AAC Diploma of Leadership and Management OR
- AAC Diploma of Business Management OR
- AAC Diploma of Project Management OR
- Equivalent Diploma from any other PEIs in relevant field OR
- Obtained at least D for any GCE A-Level subject OR
- 12 years of formal education or equivalent

### English Proficiency

- IELTS 5.5 OR
- AAC EFL Level 5 or equivalent.

Students without formal English qualification will be given a placement test to determine the level of proficiency.

Applicants 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
			BSBRISK501	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
			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		
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.
	BSBR501 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.
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.
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.
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### 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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
BSBRISK501	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.

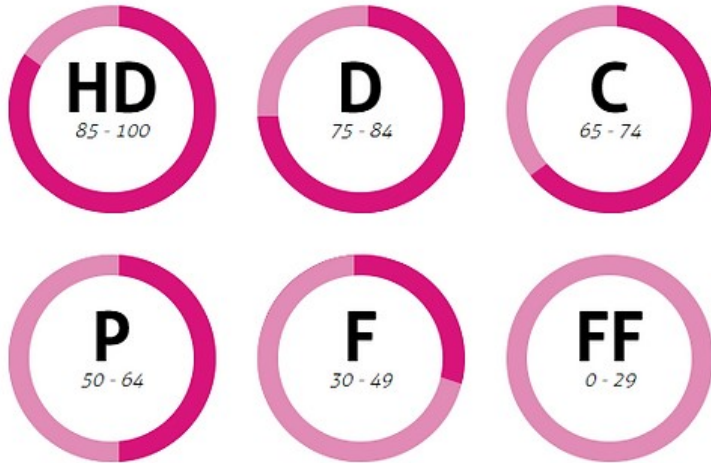
They are not intended to provide a precise statement of the number of marks in particular skills.

Assessments

<b>Code</b>	<b>Name of the module</b>	<b>Assessment 1</b>	<b>Assessment 2</b>
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

### Marks and Grades

The infographic below shows the academic grading of this course with the breakdown of marks.



### 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.

Certificate will be awarded by Academies Australasia College.