

# *Push your leadership and management skills to your potential!*



**Successful completion of this qualification will help you develop essential leadership, communication skills and improve your ability to supervise, train staff and resolve conflicts.**

**This course covers essential skills such as:**

- Leading and managing organisational change
- Managing finances
- Providing leadership across the organisation

## BSB61015 Advanced Diploma of Leadership and 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. 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.

### COURSE ENTRY REQUIREMENTS

There are no entry requirements for this qualification, however Illawarra ITeC require the student enrolling in the qualification to be currently employed or have had previous work experience at least at middle management level.

Illawarra ITeC require students to have average english, reading and writing skills, or higher and should have completed Year 10 or above schooling, or have sound workplace written communication skills. Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

### UNITS OF STUDY

To be awarded a full qualification in Advanced Diploma of Leadership and Management - BSB61015 you will need to be assessed as competent in 4 core plus 8 elective units of competency (12 units of competency).

A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

**Illawarra ITeC offers the following units for this qualification**

### BSB61015 - Advanced Diploma of Leadership and Management

UNIT CODE	UNIT NAME
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**Core Units:**

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

**Elective Units: 8 Units to be selected from the following**

BSBHRM604	Manage employee relations
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organisation development
BSBMGT616	Develop and implement strategic plan
BSBMGT619	Identify and implement business innovation
BSBMGT621	Design and manage the enterprise quality management system
PSPGOV602B	Establish and maintain strategic networks
PSPPROC607A	Manage strategic contracts



### Job Roles & Career Opportunities:

- Leadership Consultant
- Manager
- Senior Manager

## **DELIVERY**

• **Mixed Mode flexible delivery up to 18 months including correspondence, mentoring and regular workshops.**

**It is not compulsory that you attend the face to face workshops**, however it will assist you in completing the units and therefore it is recommended you attend whenever possible. If applicable, workplace visits from your trainer may be organised if you can not attend the workshops, please discuss options with your Trainer or ITeC's Training Coordinator Rebecca Radic.

Sometimes you will commence learning more than one unit on the same day because some units may contain information that is relevant to other unit/s however they may have different assessment dates due to the learning requirements for individual units.

A Training Plan will be developed for each participant to meet individual needs and workplace assessment will be arranged if required.

**Recognition of Prior Learning (RPL):** The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

As for all assessment including RPL the RTO must reach an appropriate balance and ensure that, overall, the evidence collected meets the rules of evidence.

### **Rules of Evidence:**

**Valid** - the evidence presented is directly related to the unit(s) of competency being assessed and reflects real workplace tasks.

**Sufficient** - the quality and quantity of evidence presented reflects that all aspects of competency have been satisfied and that competency can be demonstrated repeatedly over a period of time.

**Current** - the evidence presented is from either the present or the very recent past.

**Authentic** - the evidence presented for assessment can be verified as the learner's own work.

It is the quality of all evidence collected (including any third party evidence) that is important to making a sound judgement about competence - rather than the quantity, type and form of evidence, where it was collected or who collected it.

### **Credit Transfer:**

If you have successfully completed exactly the same unit of competency to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer. You must advise ITeC at enrolment if you wish to use RPL and/or Credit Transfer.

### **Qualifications will not be issued based on credit transfer**

The Illawarra ITeC will not issue a Qualification Testamur based solely or mostly on Credit Transfers obtained at other RTOs. At least 50% of units in a course must be undertaken at the Illawarra ITeC.

## **STUDENT SUPPORT**

The Illawarra ITeC is committed to ensuring that all students are offered:

- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

## **Unique Student Identifier (USI)**

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

## **COURSE FEES**

*Training Funded under NSW Smart and Skilled. This training is subsidised by the NSW Government.*

*To be eligible to enrol in a government-subsidised course with an approved Smart & Skilled training provider you must answer 'Yes' to all these questions:*

*Are you:*

- *15 years old or over?*
- *no longer at school?*
- *living or working in NSW?*
- *an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen?*

This course is also offered on a fee for service basis for people not eligible for government funding.

Contact Illawarra ITeC to check:

Course fees and eligibility (*Concessions and fee exemptions may be applicable*).

Smart and Skilled Fee Free Scholarships

**ITeC also has:**

**Course Payment Plans available or Financial Hardship Scholarships**  
**(Conditions apply)**

**Please feel free to contact Illawarra ITeC for more information:  
Phone: 02 4223 3100 or Email: [itec@illawarraitec.com.au](mailto:itec@illawarraitec.com.au)**