



Learn Smarter • Learn Better

## University Preparation College

Sydney • Australia ACN 116 021 535 RTO 91364 CRICOS 02751M



## BSB60420 Advanced Diploma of Leadership and Management

CRICOS Course Code: 104699F

National Qualification Code: BSB60420

Course Duration: 12 months

Target students: International students

Delivery arrangement:

- On campus - Mixed mode : Classroom + Structured self-study
- Off campus - Mixed mode: Online + Structured self-study. This mode of delivery is applied during the international travel ban.

Start dates: See UPC website for details

### Course 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 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.

### Entry Requirement

- **English proficiency** (See Note 1 on Page 4): You
  - have an academic IELTS overall score equals to 5.5 or equivalent, or
  - have completed: (a) 2 years of your senior high school or (b) an AQF Certificate III or higher delivered in English language, or
  - come from an English speaking country or
  - have an IELTS overall score equal to 5.5 or equivalent
- **Academic:** Entry to this qualification is limited to those who:
  - Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or
  - Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

## Credit Transfer and Recognition of Prior Learning

Credit transfer (CT) and Recognition of Prior Learning (RPL) are available if students have studied business/management courses or worked in business environments.

If RPL or/and CT is granted, you may have your studying period and visa shortened.

## Resources Requirements

You can access all course learning and assessment materials using our Moodle system. The course materials fee is \$200.

## Course Outcomes

Occupational titles suited to this qualification include:

- Executive Manager
- Director Manager
- Human Resources (Strategy)
- Senior Executive

## Course Structure

To achieve the BSB60420 qualification you have successfully completed

- 5 core unit of competency and
- 5 elective units of competency.

Five core units	
1	BSBCRT611 Apply critical thinking for complex problem solving
2	BSBLDR601 Lead and manage organisational change
3	BSBLDR602 Provide leadership across the organisation
4	BSBOPS601 Develop and implement business plans
5	BSBSTR601 Manage innovation and continuous improvement
Five elective units*	
1	BSBPEF501 Manage personal and professional development
2	BSBCRT511 Develop critical thinking in others
3	BSBCMM511 Communicate with influence
4	BSBSTR801 Lead innovative thinking and practice
5	BSBSTR602 Develop organisational strategies

\* These elective units of competency may be changed during the training program without prior notice.

## Delivery Mode and Total Volume of Learning

We offer a blended delivery mode of classroom learning and structured self-study. The course has 36 studying weeks (4 terms) during a period of 12 calendar months. During the term, you attend classes 14 hours per week and complete another 6 hours as structured self-study. On top of these, you study in your own time up to 15 hours per week then complete quizzes and assessments.

## Assessment Method

Assessment of the theoretical component of the training program is both knowledge (Quizzes) and competency-based (Assignments). You may have a final examination at the end of each unit of competency.

## Course Completion

Upon successful completion of all 10 units of competency of this course, you will receive the Australian nationally recognised qualification of the Advanced Diploma of Leadership and Management (BSB60420) which includes two documents, the Testamur and the Record of Results. A student who does not successfully complete all required 10 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

## Internship Placement (Optional)

We can place you in a suitable internship for work experience and make sure that you get the best out of the opportunity, resulting in your career success.

The two main objectives of our program are to let you

- practice what you have learnt in your Leadership and Management course and
- earn precious experience in the industry of your choice.

We offer internship opportunities in the following fields subject to availability of the host companies: Accounting and , Human Resource Management, Sales and Marketing, Administration and Operations, Children’s Services, Information Technology, Engineering, Hospitality Management, etc.

**Placement:** 20 hours per week for 20 weeks during the course duration.

## Pathways

The BSB60420 is a level 6 qualification in the Australian Qualifications Framework (AQF). Therefore, it is recognised by all AQF colleges. On successful completion of this qualification, you can continue to enrol into a number of business and management courses (Bachelor degrees) at universities or higher education institutes. See UPC website for details.

## Training and Other Facilities

UPC campus is fully equipped with required facilities including modern computers with internet access, data projector, printing and photocopying facility, and a mini kitchen and common area.

## Typical Timetables

**During studying periods (Terms)** (Also see Note 2 on Page 4):

- Day 1 and Day 2 (14 hours): Face-to-face study with the trainer (Teacher)
- Day 3 (6 hours): Structured self-study

## Work Permit during Study Period

You are permitted to have paid employment during your study in Australia: 40 hours per fortnight (Every two weeks) during study term and no hour limit during term breaks or holidays.

## Contact Details

### University Preparation College

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**Disclaimer** – The course information may be changed without prior notice.

**Currency** - The electronic version of this document posted in UPC website is the approved and most current. Any printed version is uncontrolled and may not be current.

**Note 1:** You may be required to sit for the UPC English Placement Test if it deems to be necessary.

**Note 2:** Modes of delivery

- Normal time – All Business & Leadership and Management classes will have 14 hours of face-to-face training (Classroom) and 6 hours of structured self-study per week. If required, a maximum of 6 of these 20 hours can be online.
- During the COVID-19 pandemic,
  - Onshore students - Depending on the intensity of the pandemic, courses may be delivered online or a combination of online and classroom.
  - Offshore students – The BSB40120 Certificate IV will be delivered online to offshore students while they are waiting for travel permission to Australia.

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