



Learn Smarter • Learn Better

University Preparation College

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



BSB80120 Graduate Diploma of Management (Learning)

CRICOS Course Code: 104700G

National Qualification Code: BSB80120

Course Duration: 12 months

Target students: International students

Delivery arrangement:

- Normal: Mixed mode (Classroom + Structured self-study)
- COVID-19 pandemic period (*Note 1 - Page 3*): Mixed mode (Classroom + Online + Structured self-study)

Tuition and other fees: See Fee List on UPC website

Inauguration Class Start Date: 1 February 2021.

A. Course Description

This qualification reflects the role of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

B. Entry Requirement

- **English proficiency** (*See Note 1 on Page 3*): You
 - have an academic IELTS overall score equals to 6.0 or equivalent, or
 - have completed an AQF Diploma or higher delivered in English language, or
 - come from an English speaking country.
- **Academic:** Entry into this qualification is limited to those who have:
 - completed an AQF Advanced Diploma with at least 1 year of work experience in an office environment, or
 - completed a non-AQF Diploma or Advanced Diploma with at least 3 years of work experience in an office environment, or
 - completed a Bachelor degree, or
 - have five years of work experience in an office environment.

C. 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.

D. Resources Requirements

You can access all course learning and assessment materials using our learning management system (LMS) (Moodle platform). The training materials fee is \$350.

E. Course Outcomes

Occupational titles suited to this qualification include:

- General manager human resources
- Director, workforce planning and development
- Manager, learning and change management
- Manager, learning and development.

F. Course Structure

To achieve the BSB80120 qualification you must successfully complete:

- Three core unit of competency, and
- Five elective units of competency.

2 core units	
1	BSBHRM613 Contribute to the development of learning and development strategies
2	BSBLDR811 Lead strategic transformation
3	TAELED803 Implement improved learning practice
6 elective units*	
4	BSBFIN801 Lead financial strategy development
5	BSBSTR801 Lead innovative thinking and practice
6	BSBINS603 Initiate and lead applied research
7	BSBPMG810 Prioritise projects and programs
8	BSBSTR802 Lead strategic planning processes for an organisation

* Elective units may be changed without prior notice.

G. Delivery Mode and Total Volume of Learning

We offer a blended delivery mode of classroom learning, online and structured self-study. The course has 36 study weeks (Breaking into 4 terms) for a period of 12 calendar months.

Every week during the term, you attend 7-hour in class, 7-hour online and complete another 6 hours of structured self-study (*Note 2 - Page 3*).

On top of these, you study in your own time up to 15 hours per week, then complete assessments.

H. Assessment Method

You are required to complete a range of tasks as part of the assessment requirements for each unit which include:

- Knowledge test (Assignment)
- Skills test (Role-play, scenario), and
- Project

I. Course Completion

Upon successful completion of all 8 units of competency of this course, you will receive the Australian nationally recognised qualification of the Graduate Diploma of Management (Learning) (BSB80120) which

includes two documents, the Testamur and the Record of Results. A student who does not complete all required 8 units will be issued a Statement of Attainment showing all units of competency that he/she has successfully completed.

J. 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, 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.

K. Pathways

The BSB80120 is a level 8 qualification in the Australian Qualifications Framework (AQF). Therefore, it is mandatorily recognised by all AQF education providers. On successful completion of this qualification, you can continue to study a post graduate degree at an Australian university or higher education institute subject to its entry requirements.

L. 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.

M. Typical Timetables

During study periods (Terms):

- Day 1 (7 hours): Face-to-face study with the trainer/teacher
- Day 2 (7 hours): Online
- Day 3 (6 hours): Structured self-study

N. 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

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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.

Notes: (1) Depending on the COVID-19 pandemic situation, your weekly face-to-face 14 hours may be all in classroom, mixed classroom and online or all online.

(2) You may be required to sit for the UPC English Placement Test if it deems to be necessary.

File: 21-A06 BSB80120 GD of Management (Learning)

Unit Description

1	<p>BSBHRM613 Contribute to the development of learning and development strategies</p> <p>This unit describes the skills and knowledge required to contribute to improving organisational learning, and the quality of training and assessment products and services. It covers contributing to strategy formation; designing, developing and implementing an organisational learning strategy, and reviewing and improving overall organisational learning and development.</p> <p>The unit applies to individuals working in an enterprise where learning is used to build capabilities and contribute to organisational strategies, business plans, goals and values.</p>
2	<p>BSBLDR811 Lead strategic transformation</p> <p>This unit describes the skills and knowledge required to analyse and lead organisational transformation and learning for strategic outcomes. It covers leading transformational practices, cultivating collaborative practices, completing ongoing professional development and providing strategic leadership in a dynamic context.</p> <p>The unit applies to those who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.</p>
3	<p>TAELED803 Implement improved learning practice</p> <p>This unit describes the skills and knowledge required to initiate, and implement, practices that support the improvement of learning strategies in an organisational context. It includes:</p> <ul style="list-style-type: none"> • evaluating ways to improve learning practice, managing and monitoring the means by which to improve learning, analysing, and advancing adoption of improved learning practice • methods for improving learning practice, including developing individual staff members from the perspective of the organisation’s needs and imperatives, and enhancing outcomes for learners and candidates. <p>It applies to leaders or managers who use research, theoretical analysis and professional investigation, to identify ways in which to implement learning practices that build organisational capabilities within a small to medium-sized organisation, or to a significant unit of activity in a large organisation.</p>
4	<p>BSBFIN801 Lead financial strategy development</p> <p>This unit describes the skills and knowledge required to lead the development of financial strategy for an organisation or work area. It covers the use and interpretation of financial information to support business decision making, analysis and enterprise planning. The unit includes the forecasting of future financial requirements and development of business targets in compliance with financial projections.</p> <p>The unit applies to senior management, including strategic business analysts and executive managers, who use cognitive and creative skills to review, critically analyse and generate ideas and provide solutions to complex problems.</p>
5	<p>BSBST801 Lead innovative thinking and practice</p> <p>This unit describes the skills and knowledge required to generate, lead and sustain innovative organisational thinking and practice.</p> <p>The unit applies to individuals who initiate and lead innovation in any industry or community context. Each organisation’s thinking and practice will be different depending on its core business, purpose, size, complexity and broader operating context.</p>

6	<p>BSBINS603 Initiate and lead applied research</p> <p>This unit describes the skills and knowledge required to plan, conduct and report on applied research to influence strategic practices and outcomes within an organisational context. The unit also covers constructing an applied research strategy, using a range of applied research techniques, and analysing and presenting findings.</p> <p>The unit applies to leaders or managers who use applied research to enhance individual, team and organisational performance. The intended purpose and approach to applied research may vary across a range of contexts and organisations. In this unit, the focus is on applied research to attain improved organisational outcomes.</p>
7	<p>BSBPMG810 Prioritise projects and programs</p> <p>This unit describes the skills and knowledge required to prioritise projects and programs within a portfolio. It covers the identification, strategic alignment and setting of priorities at the portfolio level. A portfolio is the centralised management of one or more portfolios of projects, which includes identifying, prioritising, authorising, managing and controlling projects, programs and other related work, to achieve specific strategic business objectives.</p> <p>The unit applies to individuals who operate at the strategic level within the organisation. Unlike projects or programs, a portfolio does not have a finite life, instead it is a continuous process and requires regular tending to ensure the portfolio remains in balance and is consistent with the strategic objectives of the organisation.</p>
8	<p>BSBST802 Lead strategic planning processes for an organisation</p> <p>This unit describes the skills and knowledge required to lead the development of high-level strategic plans that serve the vision and mission of an organisation. It addresses analysing the environment, identifying risks and opportunities, planning staffing requirements, succession planning, and establishing and monitoring financial and non-financial performance indicators. Leadership skills are applied in order to engage people with the organisation's vision and goals and in developing and implementing the plan.</p> <p>The unit applies to senior managers and business owners who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.</p>