



BSB60420 Advanced Diploma of Leadership and Management

National Qualification Code: BSB60420

Course Duration: 12 months

Target Students: Domestic and non-CRICOS International students

Delivery Mode: Workplace or distance training

Delivery Sites: Sydney, Melbourne and surrounding areas

Start Dates: Anytime

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

International students

- Minimum age: 18 years old or older

English Proficiency:

- Domestic students: Must pass the Language, Literary and Numeracy (LLN) Test. Exemptions are considered upon request.
- International students: Please refer to the notes on Page 3 for more details.

Academic: To qualify for this program, applicants must meet one of the following criteria:

- Have obtained a diploma or higher qualification from an Australian or overseas education provider or
- Have at least two years of full-time relevant workplace experience in an operational or leadership role in an enterprise after graduating from high school.

Credit Transfer and Recognition of Prior Learning

Credit Transfer (CT) and Recognition of Prior Learning (RPL) are available for students who have studied business or management courses or have work experience in a business environment. If RPL and/or CT is granted, your study period will be 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:

1. Executive Manager
2. Director Manager
3. Human Resources (Strategy)
4. Senior Executive

Course Structure

Our course has been designed to meet the requirements for the BSB60420 Advanced Diploma of Leadership and Management. It contains 10 units of competency as follows:

- Five core units of competency and
- Five elective units of competency.

Unit code	Unit title	Core/elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBCRT511	Develop critical thinking in others	Elective
BSBCMM511	Communicate with influence	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBINS603	Initiate and lead applied research development	Elective
BSBXCM501	Lead communication in the workplace	Elective

** Elective units of competency may be changed during the training program without prior notice.*

Delivery Mode

We offer a blended delivery mode, including direct training via telephone or Teams meetings, and workplace training and assessment. The program is designed based on your study commitment and is divided into four training periods. The training program may be reviewed at any time or at the end of each period. Capable students can complete the course faster.



For each unit of competency, workplace students will spend 30 to 40 hours on self-study, up to 4 hours of theoretical training with your appointed UPC trainer, and 35 hours of practical training with your workplace supervisor, followed by assessments.

For distance students, you will spend 30 to 40 hours on self-study, up to 4 hours of direct contact with your appointed UPC trainer, and then complete and provide evidence of your assessment.

Assessment Method

Assessments are competency-based. The theoretical component of each unit is assessed in the form of written assignments, case studies, research projects, etc. while the practical component is assessed in a simulated environment where the conditions are typical of those in the real business world.

Course Completion

Upon successful completion of all 10 units of competency of this course, you will receive the Australian nationally recognised qualification of the BSB60420 Advanced Diploma of Leadership and Management which includes two documents, the Testamur and the Record of Results. If you do not complete all required 10 units, you will be issued a Statement of Attainment showing all units of competency that you have successfully completed.

Pathways

The BSB60420 is a Level 6 qualification within the Australian Qualifications Framework (AQF) and is recognized by all AQF colleges. Upon successful completion of this qualification, you are eligible to enrol in various business and management courses at the vocational Graduate Diploma level or pursue a Bachelor's degree at universities or higher education providers. (See course articulation information on the UPC website).

Training Timetables

The training program is divided into four training periods, separated by breaks. Each period consists of 2-3 units of competency.

The duration of the program varies from 9 to 24 months, depending on your study commitment. If you do not complete the program within 24 months, you will need to re-enrol in the course.

Contact Details

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English Entry Requirement for International Students:

1. IELTS overall score of 6.0 or equivalent, no less than 5.0 in each band or
2. Any AQF qualification at the Certificate IV level or above in any discipline, delivered and assessed in English, will be considered as meeting the English language entry requirement.
1. have completed (a) two years of your senior high school, or (b) an AQF Certificate IV or higher which was delivered in English language in Australia, or
2. come from an English-speaking country.
3. You may be required to sit for the UPC English Placement Test if deemed necessary.

Currency The electronic version of this document on the UPC website is the approved and most current version. Any printed version is uncontrolled and may not be up-to-date.

Disclaimer Course information is subject to change without prior notice.