


STUDY LEADERSHIP ONLINE

Learn to become an effective, agile
and modern business leader

BSB60420

Advanced Diploma of Leadership and Management





Study for your future

We are one of Australia's most progressive Registered Training Organisations with the backing of Australia's highest-rated online university.

We have grown to become a true leader in the field of distance and online education over more than 30 years of operation, with a genuine commitment to applied learning.

We maintain close links with peak bodies, industry associations and employers to ensure that our training is job relevant and aligns with emerging skills requirements.

unepartnerships
creating professional success

Contemporary, innovative and flexible; UNE Partnerships is here to help you and your organisation to develop the capabilities required by a rapidly evolving global workplace!

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Industry insights

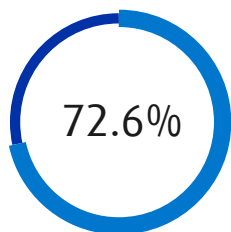
Career outcomes

"Today's jobs are increasingly likely to require the cognitive skills of the head rather than the manual skills of the hands.

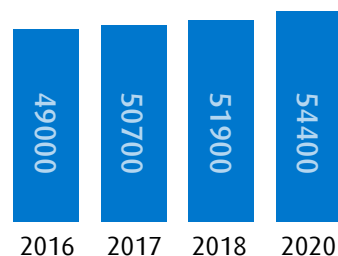
Yet something new is also happening: Jobs increasingly need us to use our hearts—the interpersonal and creative roles, with uniquely human skills like creativity, customer service, care for others and collaboration."

Deloitte¹

IMPROVED work status²



EMPLOYMENT GROWTH Specialist Managers³



LINKEDIN

Most in-demand skills in 2020⁴



1. Creativity
2. Persuasion
3. Collaboration
4. Adaptability
5. Emotional Intelligence

Industry relevant course material delivered by industry experts

We offer personalised service and quality teaching, with the backing of Australia's leading regional online university, the University of New England. Our courses and qualifications will help you to gain a competitive industry edge to take on new challenges and to grow and succeed within your workplace.

¹ <https://www2.deloitte.com/us/en/insights/focus/technology-and-the-future-of-work/building-the-lucky-country.html>

² <https://www.myskills.gov.au/courses/details?Code=BSB61015>

³ <https://joboutlook.gov.au/Occupation?search=Career&code=1399>

⁴ <https://business.linkedin.com/talent-solutions/blog/trends-and-research/2020/most-in-demand-hard-and-soft-skills>

Tailored programs

Aboriginal Capability Development

UNE Partnerships has a proud history of capability development in regional and remote Aboriginal Medical Services through the Indigenous Remote Service Delivery (IRSD) traineeship program.

The IRSD program is supported by the Australian Government Department of Health to improve leadership, management and business administration skills across remote communities in New South Wales, the Northern Territory and Queensland.

To support the unique challenges faced by these communities, we have tailored a continuum of Leadership and Management programs around blended learning, workshops, webinars, coaching and mentoring.



Indigenous Remote Service Delivery group

The group pictured is the first of two IRSD groups to receive tailored training through UNE Partnerships. Additional blended online programs, workshops and coaching in leadership and management are scheduled for delivery at UNE's Armidale and Tamworth campuses over the next two years.

A second group consists of participants drawn from Queensland and the Northern Territory, who will complete similar programs in Brisbane over the next 18-24 months.

Why study with us?

Our students and graduates benefit from 30+ years of experience delivering high quality distance and online vocational education.

Our trainers and assessors are highly respected within their profession, bringing genuine industry experience and expertise to your learning.

It's no wonder our graduates have enjoyed some of the highest satisfaction and completion rates in the country!

Guided support

Here at UNE Partnerships you will receive the support you need to help balance your work, life and study.



Our student support team

are passionate about your success and provide personal assistance and regular support calls



Our trainers and assessors

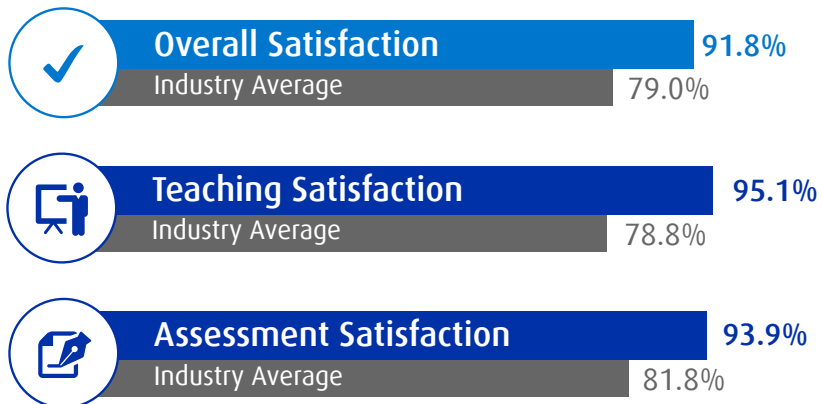
will become your mentor, guiding you through your learning and assessment journey



Our partnerships

mean that you can access 24/7 online tutorial support through Studiosity.

Graduate satisfaction*



* Based on 2019 Learner Engagement Survey data (UNEP) and 2019 National Student Outcome Survey data (NCVER) for Diploma or higher level graduates.

Meet the team

Our team are Subject Matter Experts within their field with extensive industry experience and continuing professional development.



Motivation



Study targets



Course direction



Mentoring



Jenny Sewell

Academic Director

Leadership and Management

Jenny has more than 35 years experience as a successful business leader and manager across Government and Non Government sectors including Education, Tourism, Real Estate and Agriculture.

An expert facilitator Jenny brings energy to her delivery. She is responsive and supportive toward her students and passionate about guiding and supporting the success of each individual.



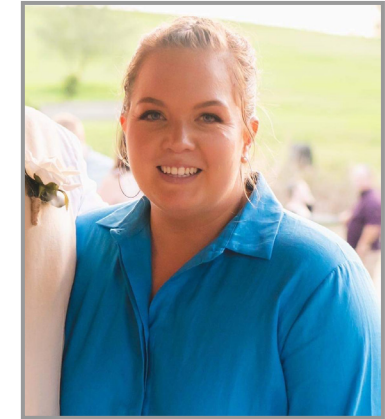
Linda George

Program Manager

Leadership and Management

Linda has over 10 years experience in the education industry. Linda loves working in the field of education, she believes that learning has the ability to empower people, to create leaders of today and tomorrow, and brings about positive change.

Linda manages the Leadership and Management suite of courses and has seen the program through various Business Services Training package updates.



Megan Bourke

Student Engagement

Megan is new to education, but bring a wealth of experience in customer service and passionate about ensuring each and every student feels supported during their studies in Bachelor of Business in UNE.

Megan understands the importance of effective communication and thrives off the ability to help others, share her knowledge and expand upon her current skill set.



BSB60420

Advanced Diploma of Leadership and Management



Course information

Enhance your high-level specialised industry relevant knowledge and skills with our Advanced Diploma of Leadership and Management.

In this nationally recognised qualification, you will learn the sought-after skills focused on managing the strategic direction of business through leadership, financial management and comprehensive business operations. It is suited to dynamic leaders who wish to broaden their business perspective, enhance management capability and strengthen leadership behaviour.



Admission Guidelines

You will need to:

- Hold a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions); OR
- Two (2) years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

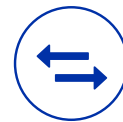
And we recommend that you have:

- Strong written and verbal communication skills.
- Appropriate technology to study online and the motivation to learn independently.



Duration

- 12 hours per week over a study period up to 2 years



Suitable for

- Individual Students
- Corporate Groups
- Traineeships and other funded programs



Delivery mode

- Online learning
- Customised in-house training for groups, corporations and organisations.



Student testimonial

““

“The opportunity that the AAPM and AVANT provide for practice managers and people working towards this role is fantastic. A huge thank you to these organisations and the people involved in the application process for this wonderful opportunity. The partnership with UNE provides a great platform for people wishing to up skill or get involved in the industry. This course prepares you for management and leadership in a wide range of industries. I look forward to progressing in the medical & GP industry after completing this course.”

- Kayleigh Thompson
ADip Ldshp & Mgt

Graduate outcomes

On successful completion of this qualification, you will have the skills and knowledge to:

- demonstrate senior leadership behaviour, and personal and professional competence
- contribute to strategic workforce planning
- establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness
- run a business operation and be aware of the steps required to develop and implement business plan
- apply critical thinking for complex problem solving and develop critical thinking in others
- sustain and develop an environment in which sustainability, continuous improvement, innovation and learning are promoted and rewarded
- determine strategic change requirements and opportunities, and develop, implement and evaluate change management strategies
- learn the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation, and learning are promoted and rewarded.
- undertake budgeting, financial forecasting and reporting requirements
- learn the skills and knowledge required to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation.

Pathways to UNE

Successful attainment of BSB60420 Advanced Diploma of Leadership and Management will allow for articulation into a range of undergraduate and postgraduate awards offered by the [University of New England \(UNE\) Business School*](#).

* Applications must address UNE Program entry criteria. Enrolment fees are set annually by the UNE.

Learning outcomes

10 units of competency must be successfully completed to attain this qualification.

BSBCRT611

Apply critical thinking for complex problem solving

Learn the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace. This unit applies to those who are required to think critically in order to develop structured and innovative solutions to overcome complex organisational issues, operating with a high degree of autonomy and may undertake non-standard work tasks involving escalated risks, and are often responsible for a team or work area.

BSBHRM614

Contribute to strategic workforce planning

Learn the skills and knowledge required to contribute to development, implementation and maintenance of a strategic approach to workforce planning in an organisation ensuring that there is the structure and staff in place to meet current and foreseeable organisational objectives. The unit applies to those employed as human resource practitioners with knowledge of human resources and organisational objectives.

BSBOPS601

Develop and implement business plans

Learn the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans. This unit applies to those who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation and may oversee the work of a number of teams and other managers.

BSBCRT511

Develop critical thinking in others

Learn the skills and knowledge and abilities required to develop critical and creative thinking skills in others within a workplace context. This unit applies to those who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles, and are typically responsible for leading teams.

BSBSTR602

Develop organisational strategies

Learn 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 implementing the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles. The unit applies to those working in senior roles in the organisation who have responsibility for ensuring that the organisation is positioned to ensure its long-term viability and success.

BSBLDR601

Lead and manage organisational change

Learn the skills and knowledge required to lead and manage organisational change. This unit applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation, and may have a dedicated role in human resources management, workforce development, or work in a strategic policy or planning area.

BSBSUS601

Lead corporate social responsibility

Learn the skills and knowledge required to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation. This unit applies to those working in senior roles in diverse contexts who have responsibility for ensuring an organisation is positioned to ensure its long-term viability and success.

BSBFIN501

Manage budgets and financial plans

This unit describes the skills and knowledge required to undertake financial management in an organisation or work area. It includes planning and implementing financial management approaches and supporting and evaluating effectiveness of financial management processes. This unit applies to managers in a wide range of organisations and sectors who have responsibility for the effective use of financial resources within work teams. They are responsible for ensuring that financial resources are managed in line with the financial objectives of the team and organisation.

BSBSTR601

Manage innovation and continuous improvement

Learn the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded. This unit applies to those with managerial responsibilities who aim to build a better and more effective work environment. Continuous improvement and innovation have links with the model of the learning organisation and people working at this level play an important role in building the culture, values and attitudes of the organisation.

BSBLDR602

Provide leadership across the organisation

Learn the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit. The unit applies to those who have a role in modelling professionalism in their organisation and industry and inspiring and motivating others to achieve organisational goals. Leadership is seen in the context of the organisational mission.





Course fees*

We provide a range of flexible payment options to help you achieve professional success sooner.



Pay upfront

\$6,490 AUD[^]



Flexible payments

Pay weekly, fortnightly or monthly over 12 months



Government assistance

State and Commonwealth government assistance may be available



Third party

Seek financial assistance from your employer or another third party

Funding

We can help you to access funding and financial assistance through a range of State and Commonwealth Government initiatives.

Smart and Skilled (NSW)

This is where the NSW Government pays for most of your course fees, leaving you with a small out-of-pocket gap. There are separate streams for trainees and regular students.

Smart and Skilled training is subsidised by the NSW Government.

Visit our website for more information about our fees and funding at www.unep.edu.au/students/fees-and-funding

* Terms and conditions apply. [^]Information is correct as at January 2021.

my.unep

my.unep is our modern online learning environment.

my.unep makes it easy for you to access your learning materials any time so you can study anywhere in the world.

Shortly after enrolment our friendly Student Engagement team will provide an induction to help you find your way around my.unep to facilitate a successful student learning journey.

Units

You will find everything you need to complete your studies in my.unep

Introduction

- Getting Started
- Course Overview

Learning Resources

- Readings
- Activities
- Resources

Assessment

- Case Studies
- Scenarios
- Tools and Templates

Support Centre

- 24/7 Support.





Minimum requirements to get started

If you're reading this, you're likely already committed to improving your skills, knowledge and capabilities. Every day presents you and your team with an exciting opportunity to learn and develop the abilities needed to elevate yourself and your business to new heights.

Policies and Procedures

We are committed to the provision of exceptional quality education and a great learning experience.

We encourage you to familiarise yourself with our policies and procedures, which can be found on our website www.unep.edu.au/students/policies

On this page you will also find our frequently asked questions section that may help to answer some of your questions.

Minimum Requirements for Students

Our courses are self-directed online programs which rely heavily on text-based resources to support study.

All students will need:

- moderate numeracy and English literacy skills
- moderate computer skills
- To be working in a job role which provides sufficient opportunity to develop competency and to complete required assessment tasks.

Computer Requirements

All of our courses are delivered through our modern online learning environment.

To successfully complete an online course, you will need ready access to an internet enabled computer with the following configurations.

- Operating system (Mac OS 10.11 or later, Windows 7, 8.1 or 10)
- Internet (speed adequate to watch videos on YouTube)
- Microsoft office 2016 or higher OR other equivalent office suite
- Adobe Acrobat Reader
- Modern internet browser
- Headset with microphone, speakers and camera (for webinars, recording audio assessments and/or Skype discussions with your assessor).



5 High-demand skills and careers

Skills

- Cognitive
- Communication
- Creative and conceptual
- Analytical
- Synthesise information.

Careers

- Senior leadership and management
- Business Management / Owner
- Operations Manager
- Executive Manager
- Change Implementation Manager.

Take the next step
in your career as an effective,
agile and modern leader

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