

Training suitability

Advanced Diploma of Leadership and Management is suited to dynamic leaders who wish to broaden their business perspective, enhance management capability and strengthen leadership behaviour. The focus is on managing the strategic direction of business through leadership, financial management and comprehensive business operations. It is ideal for those in senior management positions with responsibility for strategic leadership across the business or in specialist areas.

Study period and workload

The estimated time to complete the course is 8 hours per week over a 24 month study period comprising on-the-job learning, workplace practice, self-directed study and assessment preparation. This estimate is based on AQF guidelines and will vary according to student experience and current practice.

Skill outcomes

On successful completion of this course students will be able to:

- demonstrate senior leadership behaviour, and personal and professional competence
- 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
- develop and maintain a positive and productive workplace environment
- 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
- plan and establish knowledge management systems

Delivery

- Individual students (online)
- Customised programs for corporate groups
- Funded programs

Duration 24 months

Entry requirements

No special requirements

Assessment

A combination of knowledge questions work-based tasks and evidence portfolio plus a satisfactory competency record.

Learning Pathways

Available to higher awards

For extras, funding opportunities, and further details, please refer to our website at unep.edu.au

- undertake budgeting, financial forecasting and reporting requirements
- manage risk across the organisation or within a business unit or area.

Competencies

Students are required to successfully complete 12 units of competency.

Core

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

Electives

- Manage knowledge and information systems (BSBINM601)
- Develop and implement strategic plans (BSBMGT616)
- Develop and implement diversity policy (BSBDIV601)
- Develop workplace policy and procedures for sustainability (BSBSUS501)
- Contribute to organisation development (BSBMGT615)
- Identify and implement business innovation (BSBMGT619)
- Manage risk (BSBRISK501)
- Manage human resources strategic planning (BSBHRM602)

Competency descriptions

Provide leadership across the organisation (BSBMGT605)

This unit equips students with the knowledge and abilities to demonstrate high levels of senior leadership behaviour, skills, knowledge, and personal and professional competence with a workplace. Improved leadership skills give the student and their organisation a valuable resource for future advancement.

Lead and manage organisational change (BSBINN601)

This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.

Manage finances (BSBFIM601)

This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

Develop and implement a business plan (BSBMGT617)

This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.

Manage risk (BSBRK501)

Enhancing the skills and knowledge required to effectively manage risk within a wide range of organisational contexts, the Manage Risk module is for students working within a position of authority who are entrusted with implementing change within the business, organisation, program or project.

Manage human resources strategic planning (BSBHRM602)

This unit describes the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives.

Develop and implement diversity policy (BSBDIV601)

This unit describes the skills and knowledge required to research diversity and its importance to organisational activity and to draft, plan and implement diversity policy.

Develop and implement strategic plans (BSBMGT616)

This unit describes 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 implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.

Develop workplace policy and procedures for sustainability (BSBSUS501)

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

Contribute to organisation development (BSBMGT615)

This unit describes the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals.

Manage knowledge and information systems (BSBINM601)

This unit describes the skills and knowledge required to develop and maintain information processing systems to support decision making; and to optimise the use of knowledge and learning throughout the organisation.

Identify and implement business innovation (BSBMGT619)

This unit describes the skills and knowledge required to analyse the market context and current business processes to identify and implement opportunities for innovation and reform in an organisation.