

BSB60420 Advanced Diploma of Leadership and Management



Program Overview

unepartnerships

Important disclaimer

The material contained in this course is for general information only and is not intended as advice on any of the matters discussed herein. No person or persons should act or fail to act on the basis of any material contained herein. Students and others should consult professional advisers about any matter affecting them. UNE Partnerships, its officers and employees, expressly disclaim all and any liability to any persons whatsoever in respect of anything done or omitted to be done by such persons relying, or to any persons for the effect of acts of others relying, on any of the information contained herein.

This course contains material on a wide range of subjects written by a number of authors. In bringing this information to students these authors provide interpretation and opinion on such material. These interpretations and opinions are not necessarily those of UNE Partnerships or other body teaching the course, nor is any interpretation or opinion necessarily in accord with any policy of UNE Partnerships.

The publisher is not engaged in rendering legal, accounting, professional or other advice services. The publishers and the authors, consultants and editors, expressly, disclaim all and any liability and responsibility to any person, whether a purchaser or reader of this publication or not, in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of the publication. Without limiting the generality of the above no author, consultant or editor shall have any responsibility for any act or omission of any other author, consultant or editor.

© UNE Partnerships Pty Ltd.

This work is copyright. No part may be reproduced by any process without written permission from UNE Partnerships Pty Ltd.

Images sourced external to UNE Partnerships are available for commercial use and licence conditions have been documented and complied with.

BSB60420 Advanced Diploma of Leadership and Management - Version G1.0

Published: Thursday, 3 June 2021

Program Overview developed by UNE Partnerships

UNE Partnerships Pty Ltd.

The Education & Training Company of the University of New England

PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

Contents

Overview	4
Welcome.....	4
Contact points.....	4
BSB60420 Advanced Diploma of Leadership and Management	5
Aim of the program	5
Structure of the program.....	5
Accreditation and recognition	6
Study workload	6
Third party arrangements.....	7

Overview

Welcome

Welcome to the *BSB60420 Advanced Diploma of Leadership and Management*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England. This nationally recognised qualification is aimed at people in senior management positions with responsibility for strategic leadership across the business or in specialist areas.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: business@unep.edu.au

Mail: UNE Partnerships Pty Ltd
PO Box U199
University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

BSB60420 Advanced Diploma of Leadership and Management

Aim of the program

This qualification aims to equip participants with the skills and knowledge to manage the strategic direction of an organisation through strong leadership, financial management and business management skills.

Learning outcomes

On completion of the program you should be able to:

- demonstrate senior leadership behaviour, and personal and professional competence
- establish the strategic direction of the organization, sustain competitive advantage and enhance competitiveness
- 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
- develop strategies to ensure services are delivered and maintained to agreed standards
- undertake budgeting, financial forecasting and reporting requirements.

Structure of the program

There are ten (10) units of competency in this qualification and all must be successfully completed in order to achieve the *BSB60420 Advanced Diploma of Leadership and Management*. If you enrol in a Skill Set, or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

Table 1: Overview of course structure

Course	Unit of competency
Lead corporate social responsibility	BSBSUS601 Lead corporate social responsibility
Manage innovation and continuous improvement	BSBSTR601 Manage innovation and continuous improvement
Lead and manage organisational change	BSBLDR601 Lead and manage organisational change
Apply critical thinking for complex problem solving	BSBCRT611 Apply critical thinking for complex problem solving
Develop and implement business plans	BSBOPS601 Develop and implement business plans
Provide leadership across the organisation	BSBLDR602 Provide leadership across the organisation
Manage budgets and financial plans	BSBFIN501 Manage budgets and financial plans
Develop critical thinking in others	BSBCRT511 Develop critical thinking in others

Course	Unit of competency
Develop organisational strategies	BSBSTR602 Develop organisational strategies
Contribute to strategic workforce planning	BSBHMR614 Contribute to strategic workforce planning

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB60420 Advanced Diploma of Leadership and Management*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB60420 Advanced Diploma of Leadership and Management* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 6 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

Furthermore, depending on circumstances related to the type and degree of credit sought, successful achievement of the *BSB60420 Advanced Diploma of Leadership and Management* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 12 credit points (2 units) of Advanced Standing upon enrolment.

Study workload

The nominal duration of your enrolment in the *BSB60420 Advanced Diploma of Leadership and Management* is 24 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 8 hours a week a week of self-directed workplace and individual study over the 24 month period, as outlined in your study plan. Inexperienced students will likely require more time.

You have up to 24 months from enrolment to complete the *BSB60420 Advanced Diploma of Leadership and Management*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.