

# BSB60420 Advanced Diploma of Leadership and Management



## Program Overview

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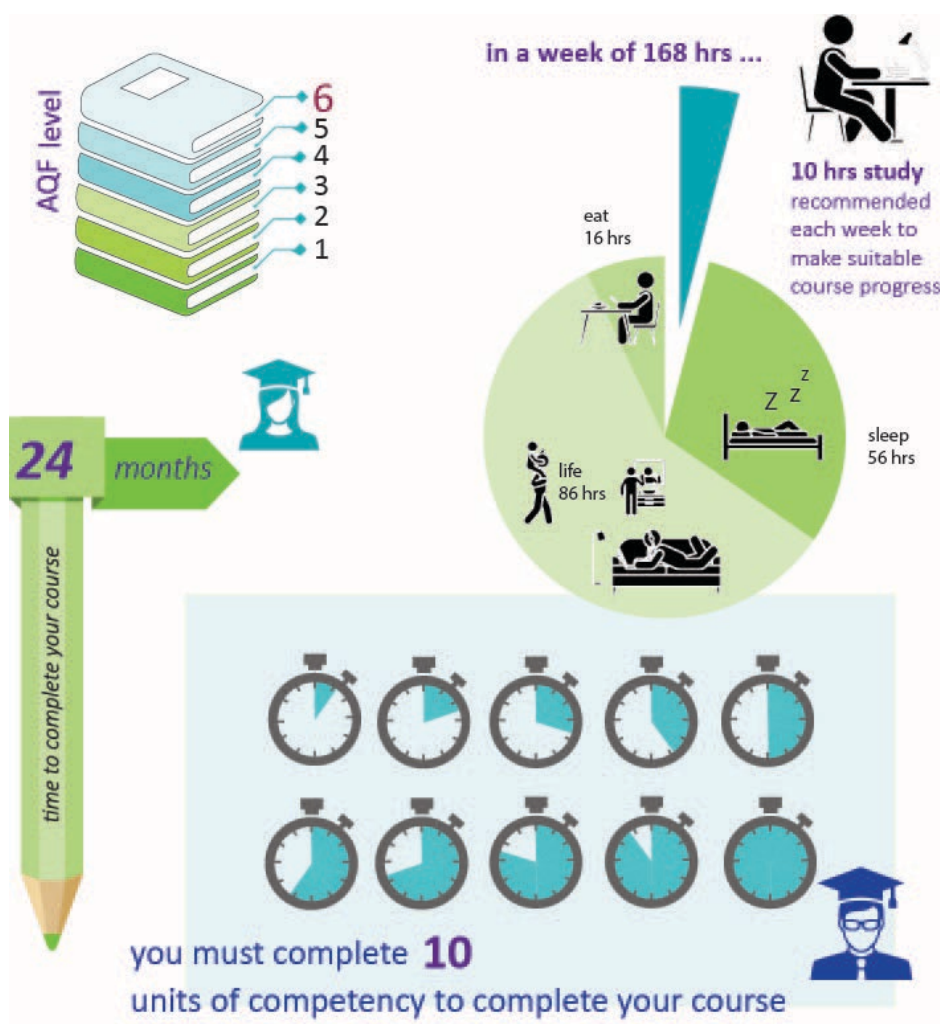
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## Overview

### 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.

We are delighted that you have joined the NSW Sheriff's Office program funded by NSW Smart and Skilled Funding.

### 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: [enquires@unep.edu.au](mailto:enquires@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.

Alternatively, you may contact the Leadership and Management team Educator (contact information below).



[megan.porter@unep.edu.au](mailto:megan.porter@unep.edu.au)



02 6773 5341



[Booking Calendar](#)

## 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 Quality Assurance and Compliance is the Customer protection officer. Contact details are below.

Meg Michell     Director of Quality Assurance and Compliance

Telephone:     02 6773 0000

Email:           [meg.michell@unep.edu.au](mailto: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, management and planning.

## 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
- understand and manage emotional intelligence of self and others

## 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.

The program is offered through online study, and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are available by clicking the links below to training.gov.au.

Table 1: Overview of course structure with nominal hours

Units of competency	Assessment tasks	Nominal hours for completion
<a href="#">BSBPEF502 Develop and use emotional intelligence</a>	Task 1: Knowledge questions Task 2: Recognising emotional strengths and weaknesses in others Task 3: Using emotional intelligence with the team.	60
<a href="#">BSBLDR602 Provide leadership across the organisation</a>	Task 1: Linking strategy with roles and responsibilities Task 2: Influence and build your teams Task 3: Personal and professional competence	60
<a href="#">BSBCRT511 Develop critical thinking in others</a>	Task 1: Knowledge Questions Task 2: Project	50

Units of competency	Assessment tasks	Nominal hours for completion
<a href="#">BSBCRT611 Apply critical thinking for complex problem solving</a>	Task 1: Knowledge questions Task 2: Scope complex workplace issue Task 3: Identify solutions Task 4: Refine solution for implementation	60
<a href="#">BSBOPS601 Develop and implement business plans</a>	Task 1: Business plan Task 2: Implement business plan Task 3: Respond to performance data	60
<a href="#">PSPPCY016 Advise on organisation policy</a>	Task 1 Submission: Advise of organisation policy	40
<a href="#">BSBSTR602 Develop organisational strategies</a>	Task 1: Confirm organisation vision and mission Task 2: Analyse internal and external environments Task 3: Write strategic plans and policies Task 4: Implement strategic plan	80
<a href="#">BSBSTR601 Manage innovation and continuous improvement</a>	Task 1: Knowledge questions Task 2: Identify opportunities Task 3: Review opportunities Task 4: Plan for implementation Task 5: Monitor implementation of ICI initiatives Task 6: Review ICI.	70
<a href="#">BSBLDR601 Lead and manage organisational change</a>	Task 1: Knowledge questions Task 2: Identify need for change Task 3: Develop change management strategy Task 4: Implement change management strategy	60
<a href="#">BSBHRM614 Contribute to strategic workforce planning</a>	Task 1: Research Strategic HR planning requirements Task 2: Develop the Strategic HR Plan Task 3: Implementation of the Strategic HR Plan	60

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 4 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 BSB60420 Advanced Diploma of Leadership and Management 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 10 hours a week a week of self-directed workplace and individual study over the BSB60420 Advanced Diploma of Leadership and Management 24 month period, as outlined in your study plan. Inexperienced students will likely require more time.

## Third party arrangements

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