

# Advanced Diploma of Leadership and Management BSB61015



## Program Overview





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Advanced Diploma of Leadership and Management BSB61015

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## Overview

### Welcome

Welcome to the *Advanced Diploma of Leadership and Management BSB61015*. 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.

### 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](mailto: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

02 6773 0000

[meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

# Advanced Diploma of Leadership and Management BSB61015

## Aim of the program

This qualification aims to equip participants with the skills and knowledge to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They will also gain 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.

## 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 organisation, sustain competitive advantage and enhance competitiveness
- run a business operation and be aware of the steps required to develop and implement business plan and a marketing 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 and compliance management systems
- undertake budgeting, financial forecasting and reporting requirements
- manage risk across the organisation or within a business unit or area
- develop, implement and maintain a health and safety management system.

## Structure of the program

There are twelve (12) units of competency in this qualification and all must be successfully completed in order to achieve the *Advanced Diploma of Leadership and Management BSB61015*. 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.

Course name	Assessment Tasks	Unit/s of competency
Provide leadership across the organisation (Core)	Task 1: Underpinning knowledge Task 2: Communicate to inspire trust and confidence Task 3: Leadership reflective journal	<a href="#">BSBMGT605 Provide leadership across the organisation</a>
Lead and manage organisational change (Core)	Task 1: Identify change requirements and opportunities Task 2: Develop change management strategy Task 3: Implement change management strategy	<a href="#">BSBINN601 Lead and manage organisational change</a>
Manage finances (Core)	Task 1: Prepare budgets Task 2: Monitor and review budget	<a href="#">BSBFIM601 Manage finances</a>
Develop and implement a business plan (Core)	Task 1: Develop business plan Task 2: Monitor performance Task 3: Respond to performance data	<a href="#">BSBMGT617 Develop and implement a business plan</a>
Manage risk (Elective)	Task 1: Risk management concepts Task 2: Risk management plan Task 3: Monitoring and evaluation of risk management	<a href="#">BSBRSK501 Manage risk</a>
<u>Manage employee relations</u> (Elective)	Task 1: Implement employee relations strategy and policies for own work area Task 2: Build and maintain a productive culture Task 3: Resolve employee relations problems Task 4: Manage diversity	<a href="#">BSBHRM604 Manage employee relations</a>
Develop and implement strategic plans (Elective)	Task 1 – Confirming organisation vision and mission Task 2 – Analysing internal and external environments Task 3 – Writing strategic plans and policies Task 4 – Implement Strategic Plan	<a href="#">BSBMGT616 Develop and implement strategic plans</a>
Manage innovation and continuous improvement (Elective)	Task 1: Review programs, systems and processes Task 2: Develop options for continuous improvement	<a href="#">BSBMGT608 Manage innovation and continuous improvement</a>

Course name	Assessment Tasks	Unit/s of competency
	Task 3: Implement innovative processes	
Develop a marketing plan (Elective)	Task 1: Devise strategies and plan marketing tactics Task 2: Prepare and present a marketing plan	<a href="#">BSBMKG609 Develop a marketing plan</a>
Plan and establish compliance management system (Elective)	Task 1: Organisational requirements Task 2: Implementation planning Task 3: Establish, monitor and review plan	<a href="#">BSBCOM603 Plan and establish compliance management system</a>
Manage knowledge and information systems (Elective)	Task 1: Obtain information on business issues Task 2: Analyse information and knowledge Task 3: Make decisions on business issues Task 4: Disseminate information	<a href="#">BSBINM601 Manage knowledge and information systems</a>
Develop workplace policy and procedures for sustainability (Elective)	Task 1: Develop policy Task 2: Implementation and presentation Task 3: Implementation review	<a href="#">BSBSUS501 Develop workplace policy and procedures for sustainability</a>
Develop, implement and maintain WHS management systems (Elective)	Task 1: Support and facilitate implementation and develop WHS policy Task 2: Develop WHS plan and implement Task 3: Measure, evaluate, review and improve WHS performance	<a href="#">BSBWHS605 Develop, implement and maintain WHS management systems</a>

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *Advanced Diploma of Leadership and Management BSB61015*. 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 *Advanced Diploma of Leadership and Management BSB61015* 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 Advanced Diploma of Leadership and Management BSB61015 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 6 credit points (1 unit) of Advanced Standing upon enrolment.

## Study workload

The nominal duration of your enrolment in the Advanced Diploma of Leadership and Management BSB61015 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 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 Advanced Diploma of Leadership and Management BSB61015. 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.