

BSB61015 Advanced Diploma of Leadership and Management



Program Overview

 **une**partnerships

Important disclaimer

The material contained in this program 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 program 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 program, 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.

BSB61015 Advanced Diploma of Leadership and Management

Published 26 May 2020

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
BSB61015 Advanced Diploma of Leadership and Management.....	5
Aim of the program.....	5
Structure of the program	5
Accreditation and recognition.....	6
Study workload.....	7
Third party arrangements.....	7

Overview

Welcome

Welcome to the *BSB61015 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 Advanced Diploma of Leadership and Management program. This qualification provides the skills and knowledge for individuals who use initiative to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes.

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

BSB61015 Advanced Diploma of Leadership and Management

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
- 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 *BSB61015 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.

Table 1: Overview or course structure

Course name	Unit/s of competency
Provide leadership across the organisation (Core)	BSBMGT605 Provide leadership across the organisation

Course name	Unit/s of competency
Develop and implement diversity policy (Elective)	BSBDIV601 Develop and implement diversity policy
Manage knowledge and information systems (Elective)	BSBINM601 Manage knowledge and information systems
Manage HR strategic planning (Elective)	BSBHRM602 Manage HR strategic planning
Develop and implement a business plan (Core)	BSBMGT617 Develop and implement a business plan
Develop and implement strategic plans (Elective)	BSBMGT616 Develop and implement strategic plans
Contribute to organisation development (Elective)	BSBMGT615 Contribute to organisation development
Identify and implement business innovation (Elective)	BSBMGT619 Identify and implement business innovation
Manage risk (Elective)	BSBRISK501 Manage risk
Manage finances (Core)	BSBFIM601 Manage finances
Lead and manage organisational change (Core)	BSBINN601 Lead and manage organisational change
Develop workplace policy and procedures for sustainability (Elective)	BSBSUS501 Develop workplace policy and procedures for sustainability

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB61015 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 *BSB61015 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 *BSB61015 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' continuous, relevant 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 *BSB61015 Advanced Diploma of Leadership and Management* is BSB61015 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 8 hours a week a week of self-directed workplace and individual study over the BSB61015 Advanced Diploma of Leadership and Management 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 BSB61015 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.