



CAIRNS COLLEGE OF  
**ENGLISH & BUSINESS**  
*study in paradise*



> **BSB61015**

# ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS: 089118F / Suitable for students on a student visa

## § Course information

International students wishing to acquire the skills of senior management and provide strategic leadership. Individuals who are managers or experience as managers with or without formal qualifications in senior management positions with responsibility for strategic leadership across a range of business enterprises and industry contexts.

## § Timetable (subject to change)

- Wednesday 8:30 - 12:30
- Thursday 8:30 - 5:00
- Friday 8:30 - 5:00.

## § Start dates - 2016

- 1st February
- 25th April
- 18th July
- 10th October

## § Career opportunities

- Area Manager
- Department Manager
- Regional Manager
- General Manager
- Chief Executive Officer

§ Tuition fee: \$8,900

## § Course overview (4 Core Units)

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

## § Course overview (8 Elective Units)

BSBMGT616	Develop and implement strategic plans
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organisation development
BSBHRM602	Manage human resources strategic planning
BSBRISK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMKG609	Develop a marketing plan
BSBDIV601	Develop and implement diversity policy

## § Academic Entry Requirements

Domestic or international students must have successfully completed a Higher School Certificate or Vocational qualification at a Certificate III level or equivalent.

## § English Language Entry Requirements

To gain entry into a VET course at Cairns College of English, you will need to demonstrate that you have met the required English language proficiency. Entry into the program requires an English level equivalent to IELTS 6.0 or Upper Intermediate at Cairns College of English. Those who do not meet the English requirements can be referred to our English language department to complete intensive courses in English prior to commencing their award course.

## § Resources

Students are issued with learning materials and handouts relevant to each unit.



## § Course Length

740 nominal hours. The course is delivered over 40 weeks (excluding holiday breaks). Students are expected to complete an average of 20 hours per week.

## § Course Delivery

This course is delivered in face-to-face workshops with flexible learning options available. Learning is supported by independent research and a range of practical activities.

## § Recognition of Prior Learning (RPL)

All participants shall have access to and can apply for RPL by gaining competency on the basis of existing skills and knowledge in any or all of the units in this qualification. You may have gained this knowledge through formal courses, or perhaps through work and life experiences. These are measured against your chosen course of study and you may be granted credits or exemptions from some parts of your studies. RPL is an evidentiary process and you will be required to submit a portfolio of evidence.

## § Accreditation

This qualification is taken from the Business Services Training Package and is placed at level 6 on the Australian Qualifications Framework (AQF).

## § Assessment

A range of assessments are employed for this training program and the choice of assessment is dependent on the nature of the unit of competency. Assessments include demonstrations, observation, projects, presentations, knowledge tests, reports and interviews.

## § Credit Transfer

Units from this qualification that are also contained in other qualifications recognised under the AQF will be recognised for credit transfer purposes.

## § Exit Points

A student may exit from this qualification at any time with a Statement of Attainment for any units of competency completed successfully up to that point.

