

<b>Qualification</b>	BSB60420 Advanced Diploma of Leadership and Management CRICOS CODE: 105837D																															
<b>Purpose</b>	<p>This qualification reflects the role of individuals who apply specialized knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.</p> <p>Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.</p> <p>They use cognitive and communication skills to identify, analyze and synthesize 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.</p>																															
<b>Course Provider</b>	LEAD College Pty. Ltd RTO ID: 41489 CRICOS: 03636F <b>Phone:</b> 1300887361 <b>Email:</b> <a href="mailto:admissions@leadcollege.edu.au">admissions@leadcollege.edu.au</a>																															
<b>Delivery Mode</b>	Classroom-based; formal structured training and assessment of the practical application of the theoretical learning during the training program.																															
<b>Delivery Site / Location</b>	Parramatta; Perth; Haymarket																															
<b>Course Duration</b>	52 Weeks																															
<b>Career Outcomes</b>	<p>This qualification enables the student to seek employment in the following job roles:</p> <p>Executive Manager</p> <p>Senior Executive</p> <p>Director Manager or Human Resources (Strategy)</p>																															
<b>Education Pathways</b>	Students who complete this course may wish to continue their education into the BSB80120 Graduate Diploma of Management (Learning) with Lead College.																															
<b>Units of Competency</b>	<p><b>BSB60420 Advanced Diploma of Leadership and Management requires the completion of the following 10 units (This qualification has 5 Core units and 5 Elective units).</b></p> <table border="1"> <thead> <tr> <th>Unit Code</th> <th>Unit Name</th> <th>Core/Elective</th> </tr> </thead> <tbody> <tr> <td>BSBCRT611</td> <td>Apply critical thinking for complex problem solving</td> <td>Core</td> </tr> <tr> <td>BSBLDR601</td> <td>Lead and manage organizational change</td> <td>Core</td> </tr> <tr> <td>BSBLDR602</td> <td>Provide leadership across the organization</td> <td>Core</td> </tr> <tr> <td>BSBOPS601</td> <td>Develop and implement business plans</td> <td>Core</td> </tr> <tr> <td>BSBSTR601</td> <td>Manage innovation and continuous improvement</td> <td>Core</td> </tr> <tr> <td>BSBXCM501</td> <td>Lead communication in the workplace</td> <td>Elective</td> </tr> <tr> <td>BSBHRM613</td> <td>Contribute to the development of learning and development strategies</td> <td>Elective</td> </tr> <tr> <td>BSBSTR602</td> <td>Develop organisational strategies</td> <td>Elective</td> </tr> <tr> <td>BSBPEF501</td> <td>Manage personal and professional development</td> <td>Elective</td> </tr> </tbody> </table>		Unit Code	Unit Name	Core/Elective	BSBCRT611	Apply critical thinking for complex problem solving	Core	BSBLDR601	Lead and manage organizational change	Core	BSBLDR602	Provide leadership across the organization	Core	BSBOPS601	Develop and implement business plans	Core	BSBSTR601	Manage innovation and continuous improvement	Core	BSBXCM501	Lead communication in the workplace	Elective	BSBHRM613	Contribute to the development of learning and development strategies	Elective	BSBSTR602	Develop organisational strategies	Elective	BSBPEF501	Manage personal and professional development	Elective
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	BSBHRM615	Contribute to the development of diversity and inclusion strategies	Elective
	** Please note: Electives are subject to change to meet client and industry requirements.		
<b>Pre-requisites</b>	Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).		
	or		
	Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.		
<b>Entry Requirements</b>	<p>This course is available to students who are able to provide evidence that they:</p> <ul style="list-style-type: none"> <li>• 18 years of age or above at the time of enrolment;</li> <li>• Must have completed year 12 with a pass of 60% or above in best four related subjects or equivalent to Australian qualifications in their country or other equivalent qualification/s to Diploma level qualifications from overseas;</li> <li>• IELTS overall 6.0 with not less than 5.5 in each module / TOEFL 46 / PTE ACADEMIC 43 / CAE 47 / OET PASS / TOEFL PBT 527 or equivalent or Cert IV level Australian qualification;</li> <li>• Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.</li> <li>• No study GAP of more than one year and / or provide working experience evidence.</li> </ul>		
<b>Intakes and Timetable</b>	<b>Commencement</b>	<b>Completion</b>	<b>Weekly class times (Monday - Friday): 20 Hours per week Please Note: Days and Times may be subject to change.</b>
	29/05/2023	27/05/2024	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	17/07/2023	15/07/2024	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	21/08/2023	19/08/2024	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	09/10/2023	07/10/2024	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	13/11/2023	11/11/2024	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	29/01/2024	27/01/2025	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	04/03/2024	03/05/2025	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
	22/04/2024	21/05/2025	9:00am- 5:30pm   9:00am- 5:30pm   9:00am- 1:00pm
<b>Holiday Periods</b>	There is no training and assessment scheduled during the following holiday periods:		
	Term Break 2023 10 Apr – 23 Apr 03 July – 16 July 25 Sep – 10 Oct 18 Dec – 28 Jan 2024	Term Break 2024 08 Apr - 21 Apr 01 July – 14 July 23 Sep – 06 Oct 16 Dec- 02 Feb 2025	Term Break 2025 14 Apr- 27 Apr 07 July – 20 Jul 29 Sep – 12 Oct 22 Dec - 30 Jan 2026
<b>Training Arrangements</b>	Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills based assessments in accordance with unit requirements.		

	<p>Homework tasks may include research, readings from related textbooks and continuing to work on assessment tasks. Students are provided with the textbooks to support their learning (these are included in the course fees)</p>
<b>Additional Support</b>	<p>All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an <i>Individual Support Plan</i> will be developed which may include:</p> <ul style="list-style-type: none"> <li>• Mentoring from trainers</li> <li>• Additional classes, tutorials and workshops</li> <li>• Computer and technology support</li> <li>• Referral to external support services</li> <li>• Reasonable adjustment to assessments</li> </ul> <p>Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.</p>
<b>Assessment Arrangements</b>	<p>Assessment will be conducted individually/in groups. You will be provided with a Student Assessment Booklet for each unit of competency/cluster/topic which includes:</p> <ul style="list-style-type: none"> <li>• A full description of all assessment tasks for the unit of competency</li> <li>• Assessment instructions for each unit of competency</li> <li>• Assessment resources for each unit of competency</li> <li>• Details about when the assessment will occur</li> <li>• Details about assessment submission</li> </ul> <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> <li>• Written questions</li> <li>• Projects</li> <li>• Case studies</li> <li>• Role Plays</li> <li>• Research</li> <li>• Reports</li> <li>• Practical</li> </ul> <p>You will be required to complete assessments in class and there may be a need for some work to be done as homework, however, this is not expected to exceed 20 hours per week. You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor / online via the student portal.</p>
<b>Student Support Welfare &amp; Guidance Services</b>	<p>Student support welfare &amp; guidance services are available at LEAD College to ensure that the students settle in well, smoothly transit life in new places and achieve the required level of competency in all accredited courses. Our staff assists in how to seek help with local welfare and guidance services.</p>
<b>Orientation</b>	<p>Orientation is provided by LEAD College to assist students as an age and culturally-appropriate program. Please refer Pre-enrolment Information Pack at <a href="https://leadcollege.edu.au/forms/">https://leadcollege.edu.au/forms/</a></p> <p>Students will be permitted to attend classes only after they have attended and completed the orientation session for the enrolled course/s</p>
<b>Course Credit</b>	<p>LEAD College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p>

	<p>There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment. <a href="https://leadcollege.edu.au/forms/">https://leadcollege.edu.au/forms/</a> *Please refer to your Student Handbook for more information on Course Credit.</p>
<p><b>Recognition of Prior Learning (RPL)</b></p>	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised. LEAD College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course. During the entry process and interview stage LEAD College will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence. A trainer/assessor will be available to assist you throughout this process. *Please refer to your Student Handbook for more information on RPL.</p>
<p><b>Costs</b></p>	<p><b>Tuition Fee:</b> AUD 12,000.00 <b>Non-Tuition Fee:</b> AUD 2,500 <b>Total Course Cost:</b> AUD 14,500.00 <b>Payment Plan</b></p> <ul style="list-style-type: none"> <li>• Non-refundable enrolment deposit (prior to commencement) – AUD 350</li> </ul> <p><b>RPL Costs:</b> Application Fee – AUD 350 and Charge per unit of competency – AUD Pro rate charge</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>LEAD College reserves the right to vary Material Fees without prior notice; whereas tuition fees will not change after you have started the course. Prior to enrolling, you may contact LEAD College to confirm the current cost, fee structure, and payment plan options available. For the Student Refund Policy, Cancellation Policy, and Tuition Protect Service (TPS) please refer to the student handbook available at <a href="http://leadcollege.edu.au/wp-content/uploads/2018/09/Student-Handbook-Lead-College.pdf">http://leadcollege.edu.au/wp-content/uploads/2018/09/Student-Handbook-Lead-College.pdf</a></p> <p><b>NOTE:</b> Course Fee as presented in the Course Book is inclusive of Tuition fee, Material fee, Enrolment fee and first issue of identity card and any Academic Transcript (Certificate, Diploma). Material Fee varies from course to course depending upon the need of the course, which will be detailed in your offer letter. Alternatively you may please speak to a friendly staff 1300 887 361; +61286685676 for further confirmation. Over and above the course fee, Student will need to pay other charges including OSHC Single/ couple/ family: please refer <a href="https://www.nib.com.au/overseas-students">https://www.nib.com.au/overseas-students</a> , <a href="http://www.bupa.com.au/health-insurance/cover/oshc">http://www.bupa.com.au/health-insurance/cover/oshc</a>; Credit card surcharge: 2.75% surcharge on Visa &amp; Master Card Credit card payments &amp; 3.75% surcharge for AMEX; Charges for Late Fee Payment: 7 days= \$200; 14 days= \$400; Re-enrolment fee: AUD 350 (payable at the beginning of the re-enrolment course); Repeat Unit Fee: AUD Pro rate charge; Re-issue of Student ID card: AUD 20 and Re-issue of any Academic Transcript AUD\$ 100. *Please refer to your Student Handbook for our Fees and Charges Policy.</p>
<p><b>Inclusions</b></p>	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling. Please refer <a href="http://leadcollege.edu.au/wp-content/uploads/2018/08/LEAD-COLLEGE-Fee-and-Charges-1.pdf">http://leadcollege.edu.au/wp-content/uploads/2018/08/LEAD-COLLEGE-Fee-and-Charges-1.pdf</a> <b>Additional charges apply if students require:</b></p>



	<ul style="list-style-type: none"> <li>• Additional copies of a student’s qualification/record of results and/or statement of attainment.</li> <li>• Additional copies of text books or any other learning and assessment.</li> <li>• Printing costs as may be required to complete assessments. Students may print and copy on campus for a cost of B/W 20c &amp; Color 50c per page, however they may also use other printing facilities.</li> </ul> <p><b>Other costs (not included) to be aware of:</b></p> <p>Please refer to the student handbook for guidance in relation to budgeting and planning</p> <ul style="list-style-type: none"> <li>• USB drives that students are required to use to submit their assessments. Students may bring their own or purchase nearby.</li> <li>• Notebooks/pens/laptops* or other general stationary required for students to complete their work.</li> </ul> <p><b>*A note about computers:</b> Many homework and assessment tasks require access to a computer and the internet and therefore it is recommended students bring or purchase a laptop if possible.</p> <p>If students don’t have their own they can use nearby public facilities that are listed for their convenience in the Student Handbook. It is optional for students to bring a laptop to class – some students may choose to do so to keep their notes organised, but where a computer is required for class activities the trainer/assessor will arrange to book the college computers for class sessions.</p>
<p><b>Selection Process</b></p>	<p>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that LEAD College is able to meet your individual needs. The assessment includes a written test an interview to complete the verbal component of the test.</p> <p>If you do not achieve the required level in your LLN assessment LEAD College will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>
<p><b>Unique Student Identifier (USI)</b></p>	<p>Unique Student Identifier (USI) requirement is needed for all students studying with LEAD College. From 1 January 2015 for undertaking Nationally Recognised Training delivered by a Registered Training Organisation the student/s will need to have a Unique Student Identifier (USI). The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed. Please see the official USI website <a href="https://www.usi.gov.au/">https://www.usi.gov.au/</a>. The student after enrolment is required to create USI (Unique Student Identifier) or allow LEAD College to create an USI on their behalf.</p>
<p><b>How to apply</b></p>	<p><b>TO ENROL AT LEAD COLLEGE for the BSB60420 Advanced Diploma of Leadership and Management</b> please contact our office to obtain a Student Enrolment Form or you can also seek assistance from authorised recruitment agents refer <a href="http://leadcollege.edu.au/wp-content/uploads/2018/09/Agent-list-LEAD-College.pdf">http://leadcollege.edu.au/wp-content/uploads/2018/09/Agent-list-LEAD-College.pdf</a> LEAD College or any authorised agent neither guarantee successful completion of the course without achieving requisite competencies in stipulated time frame nor assures any particular employment outcome, although there are career and study pathways available.</p> <p><b>For further details Phone:</b> 130000887361 <b>Email:</b> <a href="mailto:admissions@leadcollege.edu.au">admissions@leadcollege.edu.au</a></p> <p>Please fill out all sections in the Student Enrolment Form and return to:</p> <div style="border: 1px solid black; padding: 5px;"> <p>LEAD College Pty Ltd NSW - Level 1, 841, George Street, Sydney NSW 2000 <b>or</b>              LEAD College Pty Ltd NSW - Level 1, 37-39 George Street, Parramatta NSW 2150 <b>or</b>              LEAD College Pty Ltd NSW WA - Perth - 15 Leila St, Cannington, Western Australia 6107              LEAD College Pty Ltd NSW Lead-Hospitality 15B Albert St, Unit 201, North Parramatta, NSW 2151</p> <p><b>or</b></p> </div>



Email: [admissions@leadcollege.edu.au](mailto:admissions@leadcollege.edu.au) For further inquiry please visit our **website**  
**and/or** call our friendly staff on **Phone: 1300 887 361, +61286685676**

**Once we receive your completed forms we will contact you to arrange an entry interview.**