

BSB60420 Advanced Diploma of Leadership and Management (108615E)



QUALIFIED TRAINERS
EFFECTIVE STUDENT SUPPORT
LEADERSHIP AND MANAGEMENT
SMALL CLASS SIZE
COMPETITIVE FEES

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ENTRY REQUIREMENTS

International Students

Academic Requirements:

- Completion of Year 12 certificate (or equivalent in-home country) or higher level qualification.
- Students must have successfully completed a Diploma or Advanced Diploma in the BSB Training Package, or
- have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

English Requirements:

Prospective learners who are exempt from the English Test requirement must undertake English Placement Test conducted by VCI. The English Placement Test will be conducted at the VCI premises under the observation of an officer of the provider. In case, student is overseas English Placement Test will be conducted at agent's office under the supervision of the Agent or its nominated officer. Prospective learners who are not exempt from the English Test requirement must have taken any of the following test types and achieved the minimum score in the last three (3) years.

Test Type	Score or level	Minimum score and at least 10 weeks ELICOS	Minimum score and at least 20 weeks ELICOS
International English Language Testing System (IELTS)	6.0	5	4.5
TOEFL internet-based test	60	35	32
Cambridge English: Advanced (Certificate in Advanced English)	169	154	147
Pearson Test of English Academic (PTE Academic)	46	36	30
Occupational English Test	B for each test component	N/A	N/A

*ELICOS – English Language Intensive Courses for Overseas Students

• You are not required to provide evidence of English language requirement if one of the following applies to you:

- you are a citizen and hold a passport from UK*, USA, Canada, NZ or Republic of Ireland
- you are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES)
- you are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a language other than English, or a registered post-graduate research course

- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- in the 2 years before applying for enrolment, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

LLN Requirements:

All students will be required to undertake, and satisfactorily complete VCI' LLN Test conducted by a qualified assessor which includes a written test and interview to complete the verbal component of the test. The test will be completed on the day of Orientation at the VCI campus. A student support officer will schedule a time between the students and the assessor to conduct this test.

The purpose of the test is to determine whether the student requires any additional support in order to complete the course successfully. Further, this helps VCI identify if we can provide the students the level of support they require prior to commencement or if they will need to seek assistance from external agencies.

For learners that do not have the required LLN levels, they will be provided additional support or provided external options for accessing further training and support during the enrolment in the course. This will be in accordance with VCI's student support policy and procedures.

Expected entry levels are the minimum levels at which a student is expected to be at upon entry into the course. Students may have higher level skills which is fine. If a student is identified to not meet the minimum entry levels in any of the course skills, and where the assessor deems that VCI is able to provide additional support and has the appropriate mechanisms in place to support the student in development of the skill, then the learner can be accepted into this course. A learner strategy will be required to be put in place for the student.

them to a preparatory foundation skills course first prior to enrolling them into this program..

Further information about LLN test and student support is included in the LLN Assessment Pack and the Student Support policy and procedures.

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COURSE DESCRIPTION

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. 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. They use 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

STUDY PATHWAY AND CAREER OPPORTUNITIES

Pathways into the qualification:

Preferred pathways for candidates considering this qualification include:

- BSB60420 Diploma of Leadership and Management or other relevant qualification OR
- With substantial vocational Management experience, in Leadership and Management but without a formal qualification.

Learners may complete individual units of competency and receive a statement of attainments for that unit.

Job roles and titles

vary across different industry sectors. Possible job titles relevant to this qualification include:

- Manager • Department Manager • Senior Executive
- Chief Executive Officer • Executive Director

ASSESSMENT

All units of competence will be assessed using a selection of tools:

- Observation
- Verbal Questions and Answers
- Practical demonstration / Role Play
- Written Assessment
- Presentations / Meetings / Discussions

RECOGNITION OF PRIOR LEARNING

RPL is the assessment process for recognizing competencies gained through previous learning, work, and life experiences. Students who have completed any of the subjects or have practical experience that can be used for RPL, can contact VCI prior to enrolment. In order to be granted RPL, candidates are required to provide evidence that they are already competent in the specific subject/subjects and these evidences should be valid, authentic, current and sufficient.

COURSE DURATION/MODE/*FEE

Full Time: 52 weeks (including 8 weeks Holidays)

- Face-to-face classroom-based learning and work based
- Tuition Fees: AUD 9,500.00
- Enrolment Fee: AUD 300.00
- **Resource Fee: AUD 300.00

Note:

- *Please familiarise yourself with Vocational Careers Institute's Refund Policy
- *The Resource Fee ensures students receive printed notes, learning material & access to Wi-Fi for the duration of their course

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COURSE STRUCTURE/UNITS OF COMPETENCY

In order to gain the certificate, 10 units must be completed for this qualification

Code	Title	Core/Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBPMG633	Provide leadership for the program	Elective
BSBFIN601	Manage organisational finances	Elective
BSBSTR602	Develop organisational strategies	Elective

PAYMENT OPTION

Payment Options

If you wish to accept the offer, you need to sign the Acceptance of Offer form together with the minimum payment of fees. You can use the following payment methods:

- Cash or EFTPOS in person at VCI's campus
- Credit Card (Visa or MasterCard) via PayPal on the student invoice

We accept credit card payments (Visa or MasterCard only) and a 2% surcharge will be added to the total amount. You can download our Credit Card Authorisation form [HERE](#)

Bank draft or money order payable to "Vocational Careers Institute" and send to VCI's campus (all bank drafts must be in \$AUD Australian dollars to an Australian bank)

Electronic Bank transfer (Telegraphic Transfer) from an overseas bank account

Bank Account Details:

Name of Bank:	Commonwealth Bank
BSB	064 000
Account	1452 5599
Swift Code	CTBAAU2S
Branch Address:	240 Queen Street Brisbane City 4000

More details are available in student handbook which can be downloaded from our website at vocareersinstitute.edu.au

Education *Redefined*

Vocational Careers Institute

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