



## Apex Institute of Education

RTO No: 91606 CRICOS Provider No: 03156M

Sydney CBD Campus: Levels 2&3 22-26 Goulburn Street Sydney NSW 2000 Australia

Parramatta Campus: 2 Sorrell Street, Parramatta NSW 2150 Australia

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# Advanced Diploma of Leadership and Management

National Course Code BSB61015 CRICOS Course Code 088175E

## COURSE PROFILE

<b>Duration:</b>	<b>78 weeks</b> (60 Weeks Tuition + 18 weeks holidays)
<b>Qualification:</b>	Advanced Diploma (AQF)
<b>Training Package:</b>	BSB Business Services Training Package
<b>Delivery Mode:</b>	Full time (20 hours per week) blended (face-to-face and online)
<b>Tuition Fee:</b>	AUD \$17,250
<b>Enrolment Fee:</b>	AUD \$500 (non-refundable)
<b>Materials Fee:</b>	AUD \$300 (covers the cost of workbooks and assessment materials)
	Information on other fees and charges is available on our website

### Course Structure:

TERM	Units of Competency	Duration (weeks)
1	BSBHRM602 Manage human resources strategic planning	5
	BSBMGT615 Contribute to organisation development	5
2	BSBFIM601 Manage finances	5
	BSBMGT617 Develop and implement a business plan	5
3	BSBDIV601 Develop and implement a diversity policy	5
	BSBMGT608 Manage innovation and continuous improvement	5
4	BSBMGT605 Provide leadership across the organisation	5
	BSBMGT616 Develop and implement strategic plans	5
5	BSBRISK501 Manage risk	5
	BSBMKG609 Develop a marketing plan	5
6	BSBSUS501 Develop workplace policy and procedures for sustainability	5
	BSBINN601 Lead and manage organisational change	5

The **12 units of competency** are delivered throughout the **60 weeks** of tuition. All the above listed units competency must be completed to receive the Advanced Diploma of Leadership and Management qualification.



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<b>Course Description</b>	This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.
<b>Entry Requirements</b>	The course will be available for those students who are 18 years or older and have completed Year 12. International Students are required to have an English ability at the IELTS 5.5 or equivalent.
<b>Vocational Outcomes</b>	Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Area Manager, Department Manager, or Regional Manager.
<b>Target Group</b>	Local and international students who require skills in management as well as those with substantial experience in business/management industry gained through employment but who lack a formal management qualification.
<b>Course Completion</b>	Students obtaining a 'competent' result for all listed competencies will achieve an Advanced Diploma of Leadership and Management. A Record of Results will be issued to students who compete less than required units.
<b>Protection of fees paid in advance</b>	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
<b>Trainers and Assessors</b>	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
<b>Assessments</b>	Summative assessments are conducted during and on completion of training for each unit to determine if the learner is competent. Summative assessments at the end of each unit will be conducted using a project assignments and written tests. Assessment methods may include: Assignment, Questioning, Case Study, Third Party Report, Self-assessment, In Class Activities, Observation, Role Play and RPL
<b>Articulation</b>	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Advanced Diploma the students may be eligible for exemption in relevant undergraduate courses.
<b>RPL and Exemptions</b>	AIE must recognise the AQF qualifications and statements of attainment issued by any other RTO. RPL and Credit Transfer are available for students to access prior to enrolment. More information is available in our student handbook
<b>Training and other Facilities</b>	AIE trains and assesses its students from its Sydney and Parramatta campuses that are fully equipped with facilities including classrooms, computer lab, wireless internet, overhead projectors, books borrowing facility, and a student sitting and recreation area.

For further information, please visit our website:

[www.apexaustralia.edu.au](http://www.apexaustralia.edu.au)