



**Sheffield  
College**  
Australia

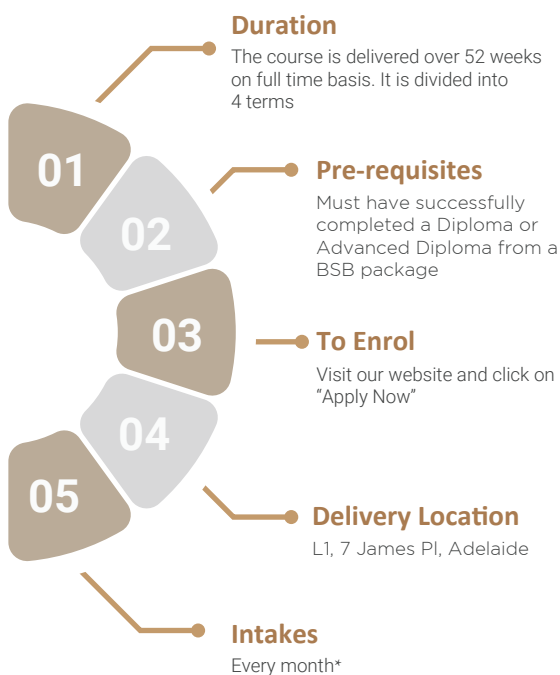
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# ADVANCE DIPLOMA OF LEADERSHIP & MANAGEMENT

COURSE Code-BSB60420  
CRICOS Code-107335K

2023



## DESCRIPTION

This qualification reflects the role of individuals who will apply specialised knowledge & skills, together with experience in leadership & management, across a range of enterprise & industry contexts using initiative & judgement to plan & implement a range of leadership & management functions, with accountability for personal & team outcomes within broad parameters. They use cognitive & communication skills to identify, analyse & synthesise information from a variety of sources & transfer their knowledge to others, & creative or conceptual skills to express ideas & perspectives or respond to complex problems.

## ENTRY REQUIREMENTS

Have successfully completed a Diploma or Advanced Diploma from the BSB Training Package or have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise. students may be required to take LLN test.

## CAREER OPPORTUNITIES

Possible career outcomes include:

- Senior Executive
- Operations Manager
- Office Manager
- Business Executive
- Team Leader
- Corporate Consultant

*\*Except December*

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

**A Premium Education Provider**

## STUDY PATHWAYS

Students completing this course can go on to undertake qualifications at higher education levels or may start working in the industry.

## ASSESSMENTS

Students will be assessed by means of written assignments, oral questioning, and presentation, case studies, application of knowledge, practical demonstration of skills and overall observation of student's performance and activities.

## QUALIFICATION

Students successfully completing the course will receive the Advanced Diploma of Leadership and Management at AQF level. Students who exit without completing the course will be awarded Statement of Attainment for units of competency successfully completed.

## SELECTION PROCESS

Students must meet all entry requirements as published on our website for the course. Students may be required to attempt an LLN test.

## FACILITIES

- State of the art multi-media
- Highly qualified trainers
- Computers and printing facilities
- Simulated workplace

## DELIVERY MODE

The course is delivered face-to-face in the class through lecturing, presentations, video and practical demonstrations. We may deliver part of the course via other means if face-to-face mode is not permitted.

## TIMETABLE

Students will be provided a training plan for the entire course at the orientation.

## SUPPORT SERVICES

A range of support services are provided by Sheffield College including but not limited to language, literacy and numeracy, disability, counselling, learning etc.

## CREDITS

Recognition of Prior Learning or credits for already successfully completed units of competency are provided. Students must apply for RPL and credits at the time of admission.

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## FEE

Students are provided details of all applicable fee upfront and detailed in their offer letter. Our Fee Policy is also published on our website.

## ARTICULATION

Students who successfully complete this qualification may continue to further their studies at a undergraduate level in associated disciplines. Students can apply for advanced standing in the relevant university degree.

## COURSE STRUCTURE

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
BSBPMG633	Provide leadership for the program	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBSTR801	Lead innovative thinking and practice	Elective
BSBSUS601	Lead corporate social responsibility	Elective
BSBXCM501	Lead communication in the workplace	Elective

*\*Please note: Electives may be substituted / replaced at any time without prior notice.*



**Sheffield College**

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