BSB61015

Advance Diploma of Leadership & Management

“Behind any GREAT service exist GREAT professionals who value quality, originality, and positive thinking”.

- Anonymous

RTO Number: 21122   |   CRICOS PROVIDER Number: 02254F
Our Mission
At IIPD, we always strives to become a Centre of Excellence in the delivery of training and assessment services within its scope of registration.

Available Support Services
IIPD strives to meet the particular needs of each learner and to provide support and welfare services to students which are useful, efficient, timely, and effective. IIPD provides no additional cost advice, support and welfare services to students to assist them with issues that may arise during their study. These support and welfare services are not limited to academic issues and encompass a range of issues related to student welfare and to adjustment to life in Australia.

Why study with IIPD
IIPD aims to achieve its vision by meeting the objectives through –

- Becoming a technologically advanced leading-edge institution
- Recruiting well qualified and highly experienced trainers and assessors
- Fully complying with all state and commonwealth legislative and regulatory requirements
- Maintaining active industry and professional contacts
- Creating creative and interactive training and assessment environments

Seluna Pty Ltd has been operating as a Registered Training Organisation (RTO) in Victoria since 2001. IIPD provides quality training and assessment services to international and domestic students, focusing on the fields of Accounting and Business, English Language Courses, Horticulture and Hospitality and other Short Courses.

IIPD always cater to emerging education markets for international and domestic students with offering a nationally recognised training.
BSB61015
Advance Diploma of Leadership & Management

This qualification reflects the role of an individual who have senior or managerial responsibilities. They may oversee the work of others or have specialized roles where they do not supervise others but provide strategic leadership.

The key students for IIPD’s BSB61015 Advance Diploma of Leadership & Management are people who wish to acquire an AQF Advanced Diploma qualification to enter in the workforce or who are currently in the workforce and wish to acquire a relevant AQF qualification to further their employment prospects, some will utilise it as a pathway to further study.

COURSE DETAILS

<table>
<thead>
<tr>
<th>CRICOS Code</th>
<th>092089B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Structure</td>
<td>This course requires you to successfully complete 12 units out of which 4 units are Core and 8 units are elective</td>
</tr>
<tr>
<td>Delivery Method</td>
<td>Face to Face in class, Online/Distance Learning</td>
</tr>
<tr>
<td>Course Duration</td>
<td>80 weeks</td>
</tr>
<tr>
<td>Assessments</td>
<td>All assessments are to be submitted electronically unless otherwise stated by your trainer.</td>
</tr>
<tr>
<td>Qualification Level</td>
<td>Advance Diploma</td>
</tr>
<tr>
<td>Nationally Recognised</td>
<td>Yes</td>
</tr>
</tbody>
</table>

CAREER PATHWAYS

- Area Manager
- Department Manager
- Regional Manager
What are the Course entry Requirements?

For Domestic Student
Nil

IIPD preferred entry requirements are:

✓ Over 18 years old at the time of enrolment
✓ successful completion of Year 12 in Australia, or of an equivalent overseas qualification
✓ successful completion of IIPD’s language, literacy and numeracy assessment
✓ ability to demonstrate core skills and capabilities to a level appropriate to the course.

For an International Student

✓ IELTS 6 / TOEFL 60 / PTE Academic 50 / CAE 52 / OET Pass / TOEFL PBT 550 or equivalent
✓ Students seeking admission must have completed year 12 or equivalent Australian qualifications in their country.
✓ 18 years or above at the time of enrolment

Visa requirements:
See Department of Immigration and Border Protection website: http://www.border.gov.au for more details on assessment level requirements for your country.

Scholarships
For International Students SCHOLARSHIPS may be available which can be up to $2000.

Pathways Information

Pathways into the qualification

✓ A learning pathway utilising qualifications such as a relevant Diploma from the BSB Training Package would support career progression.

Certification
You will be awarded BSB61015 Advance Diploma of Leadership & Management after successful completion of this course.

On Campus Training Locations
✓ Parramatta Campus (Sydney, NSW)
✓ Footscray Campus (Melbourne, VIC)
✓ Surfers Paradise Campus (Gold Coast, QLD)(For Domestic Students only)
✓ Rockhampton Campus (QLD) (For Domestic Students only)
✓ Townsville Campus (QLD) (For Domestic Students only)

Fees:
For Fee For service students the Course Fee would be AU$16500. However we also have funding availability for our Domestic Students. Please see “IIPD Course fees and Charges” on www.iipd.edu.au or speak with one of our friendly staff member.
Student can pay the initial enrolment fee $250 to confirm their admission towards the course. IIPD also gives 10 days of cooling-off period in case the student changes their mind & wish not to continue with their enrolment & wish to withdraw from the course.

**Funding Opportunity**

Domestic Students may be eligible for State or Commonwealth funding. Kindly speak to our staff for more information on funding.

**Things you need to know about this course**

**Course Structure**

This course requires you to successfully complete 12 units. 4 core units and 8 Elective units.

**What is the duration of the course?**

The duration for this course is 80 weeks. The duration is inclusive of term breaks. Domestic students will be provided with a proposed timetable after enrolment. Proposed timetables can be amended as per the students convenience, please speak to our friendly staff if the need arises.

Student has (1.5–2 years) to complete the course, this is the volume of learning which is consistent with the AQF volume of learning indicator for a qualification at the Advanced Diploma level.

**Refund Policy**

Kindly refer IIPD’s student handbook available on website.

What can I do with On-line learning?

- Through IIPD’s Online Portal you will:
  - Access your learning materials and assessments
  - undertake and upload assessments for the trainer to mark
  - engage and interact with your trainer and assessor
  - access your assessment grades and feedback

What learning resources are included in this course?

Your learning material for this course includes:

- learner workbooks
- Assessment tools to be provided and explained by the Trainer/assessor.

How is the course assessed?

To successfully gain this Certificate you must do assessments as per IIPD’s assessment requirements for this qualification. The assessments may include role play, case study, Scenario Analysis, Projects, presentation, practical demonstration, written tests, assignment and oral questions. These assessments could be generally completed within the class contact hours.
<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIM601</td>
<td>Manage finances</td>
<td>Core</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Lead and manage organisational change</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMGT605</td>
<td>Provide leadership across the organisation</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMGT617</td>
<td>Develop and implement a business plan</td>
<td>Core</td>
</tr>
<tr>
<td>BSBMGT608</td>
<td>Manage innovation and continuous improvement</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBRSK501</td>
<td>Manage risk</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT616</td>
<td>Develop and implement strategic plans</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBDIV601</td>
<td>Develop and implement diversity policy</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT619</td>
<td>Identify and implement business innovation</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBMGT615</td>
<td>Contribute to organisation development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBINM601</td>
<td>Manage knowledge and information</td>
<td>Elective</td>
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</table>
What if I have a prior working experience to apply for (RPL)?
The competencies within this qualification may be attained through previous or current training, work experience, and/or life experience. Recognition of Prior Learning (RPL) considers previous attainments which are measured against the specific performance criteria for each full unit or partial unit of competence. IIPD is able to provide guidelines and assistance in undertaking Recognition of Prior Learning.

IIPD will ensure that all applicants will have access to the recognition of prior learning (RPL) policy and procedures.

Applications for RPL will be managed efficiently by a qualified assessor, using a process which is valid, fair, sufficient and authentic.

An applicant for RPL is responsible for the provision of suitable & sufficient evidence, as required by the RPL Kit.

Credit for units of competency will be provided if a candidate who applies for recognition of prior learning is able to demonstrate learning, skills and knowledge that meet the performance criteria of the units of competency for which the candidate is applying for recognition of prior learning.

IIPD’s RPL assessment process, including the design and function of the RPL assessment tool, will be subject to a regular validation process to ensure that it is consistent with the principles of assessment and the rules of evidence.

What if I have already completed the same units & want to seek Credit Transfer?
IIPD recognises qualifications issued under the Australian Qualifications Framework and Statements of Attainment issued by other Registered Training Organisations.

Enrolments acceptance through Approved Agents & other third party representatives
IIPD also accepts student Enrolments/Admissions recruited by IIPD’s approved agents and Third Party representatives. You may contact an approved agent for enrolling in to the course with IIPD. The list is available on IIPD’s website under "Agents" tab.

Minimum Computing Requirements
You may need access to a computer and the internet and have intermediate computing skills.
Minimum specifications for your computer are:
- Microsoft Office 2007 or equivalent
- broadband internet connection
- 2GB of RAM
- CD-ROM or DVD drive
- Adobe Reader X or equivalent
- Printer and associated software
- Scanner and associated software
➢ File compression software equivalent.

Specific requirements for Windows users:
➢ Microsoft Windows 7 or higher  
   (Windows 8 recommended)
➢ 1 gigahertz (GHz) or faster processor  
   (2GHz or faster recommended)
➢ Adobe Flash Player 10 or higher

Specific requirements for Mac OS users:
➢ Mac OSX v10.5 or higher (Mac OSX v10.6 recommended)
➢ 1 gigahertz (GHz) or faster Intel processor (2GHz or faster recommended)