

# Vocational Training Institute

## Course Brochure – BSB60420 Advanced Diploma of Leadership and Management

This brochure provides all the information you need to know about enrolling in BSB60420 - Advanced Diploma of Leadership and Management

Course Details	
Provider Name	Vocational Training Institute (VTI)
RTO Code	41111
CRICOS Code	03487C
Course Code And Name	BSB60420 Advanced Diploma of Leadership and Management
CRICOS Course Code	108719H
Location of Course	Level 3, 190 Queen Street Melbourne 3000 Victoria
Delivery Mode	Face to face
Duration	52 weeks, including 45 study weeks and 7 weeks of holidays
Study Load	20 hours per week



NATIONALLY RECOGNISED TRAINING

*VTI reserves the right to discontinue or alter any course date, fee, location, timetable or staffing without prior notice. This will constitute a provider default and all tuition fees will be handled in accordance with VTI's Refund Policy available at VTI website <https://www.vocationalinstitute.com.au>.*

### Course Overview

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.

The latest release of the qualification and packaging rules can be found at the following link:

<https://training.gov.au/Training/Details/BSB60420>

## Who should apply for this course and why?

This course is designed for international students who are:

- Seeking to acquire expertise skills in leadership and management or any related sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are Business Analyst, Senior Executive, Manager. Further education pathways from this Qualification may lead to Graduate Diploma, other Advanced Diploma, Diploma or Degree programs in related fields such as business, management.

## Course Structure

Five (5) core and five (5) elective units are required for the award of the BSB60420 Advanced Diploma of Leadership and Management. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level.

The following units are included in this course and all are required to be successfully completed for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

S No.	Code	Title	Core/ Elective
1.	BSBCRT611	Apply critical thinking for complex problem solving	Core
2.	BSBLDR601	Lead and manage organisational change	Core
3.	BSBLDR602	Provide leadership across the organisation	Core
4.	BSBOPS601	Develop and implement business plans	Core
5.	BSBSTR601	Manage innovation and continuous improvement	Core
6.	BSBSTR602	Develop organisational strategies	Elective
7.	BSBHRM614	Contribute to strategic workforce planning	Elective
8.	BSBMKG623	Develop marketing plans	Elective
9.	BSBINS601	Manage knowledge and information	Elective
10.	BSBPEF501	Manage personal and professional development	Elective

## Training and Assessment Information

Delivery is conducted in the classroom and includes face to face teaching, lectures, discussions, research, learning activities, group work and simulation role plays.

You are required to attend classes for 20 hours per week for 45 study weeks (4 terms of 9 weeks each and 7 weeks of holidays).

In addition to classroom based learning, you will also need to complete 5 hours of additional unsupervised study per week including general reading and research required for assessments.

You will also need to complete assessments for this course which may include but not limited to:

- Written questions
- Projects, which may include case studies
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks and advise the task/unit submission date. In some cases, you will also be required to complete an assessment within a set time limit (particularly in the case of written question tasks).

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide, PPT etc., relevant to each unit in your course.

## Course Progress and Attendance

Satisfactory course progress and attendance is very important in order to meet the course requirements. The students must maintain minimum of 80 per cent attendance in each term of the scheduled timetable. You will also be provided with further information about course progress and attendance requirements on orientation day. For more information, please visit VTI's website <https://www.vocationalinstitute.com.au/>

## Student Support Services

VTI offers the following in relation to support and welfare services to students but not limited to:

- One-to-one support from the trainer/assessor
- Support with personal issues
- Access to additional learning resources
- Reasonable adjustment in assessment
- Social events
- Information about external sources of support

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy. VTI will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

All the students commencing this course are required to complete VTI's LLN test on the orientation day to assist VTI to identify student's needs for additional support during their study with VTI.

## Course Delivery and Assessment Methods

This program is delivered in the classroom/simulation environment. VTI uses a range of techniques during face-to-face delivery including trainer presentations and demonstrations, individual tasks, case studies, research,

role plays, practical demonstrations, and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students will complete tasks to appropriate workplace standards.

Delivery methodologies employ terminology, equipment, resources, materials, contexts, practices, and activities associated with the workplace role.

### Facilities and Equipment

Training rooms including desks, chairs, whiteboard and overhead projector etc.

Computers/laptops with Microsoft Office package and access to the Internet.

### Training Materials

VTI has a complete set of licenced training materials from RTO works specifically their Business work range which includes user guide, student guides, Trainer guide, templates, PPT's etc. for each unit that has been developed to meet the needs of the course.

### Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect the duration of the course. VTI will advise you in writing of changes to the course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment (if applicable).

For further details please refer to VTI website <https://www.vocationalinstitute.com.au/> or visit VTI campus.

### What are the Entry Requirements?

Entry to this qualification is limited to those who:

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.

VTI requires following entry criteria to be met:

You must:

- Be at least 18 years of age
- Have completed the Year 12 or equivalent
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old with no band score less than 5 in each module).

***English language competence can also be demonstrated through documented evidence of any of the following:***

- IELTS score of 4.5 or equivalent with an ELICOS (minimum of 20 weeks) or IELTS score of 5.0 or equivalent with an ELICOS (minimum of 10 weeks) to be taken before the course. ELICOS must be at least at General English Upper Intermediate or English for Academic Purposes Upper-Intermediate level; **OR**
- an applicant who is a citizen of, and holds a valid passport issued by the United Kingdom, the United States of America, Canada, New Zealand, or the Republic of Ireland; **OR**

- Educated for 5 years in an English speaking country (Australia, United Kingdom, the United States of America, Canada, New Zealand, South Africa or the Republic of Ireland); **OR**
- Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa; **OR**
- Successful completion of an Oxford English Placement Test (score 62-B2)

*\*Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.*

## How much does it Cost?

The costs for this course are as follows:

Campus Location	Melbourne
Tuition Fee	<b>AUD \$11,000</b>
Material Fee	<b>AUD \$500</b>
Enrolment Fee	<b>AUD \$500</b>
Total Course Fee	<b>AUD \$12,000</b>
Training Location/s	Level 3, 190 Queen Street Melbourne 3000

*Please contact VTI marketing team for current promotional prices at [marketing@vocationalinstitute.com.au](mailto:marketing@vocationalinstitute.com.au)*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. We provide details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/>.

## How Can I Apply?

To apply for this course, you are required to complete an International Student Application Form and submit copies of the following supporting documents must be included when you submit your application including the English translation of documents (where applicable). Applications that are submitted without necessary supporting documents will be delayed in processing.

- Passport copy
- Academic Transcripts and Qualifications
- Copy of Australian visa and CoE (if applicable)
- Proof of English language proficiency

## Where to from here?

After receiving the above mentioned documents. If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to ensure that you are happy with VTI's all terms and conditions. If you are, then simply sign the Offer Letter and Student Agreement



and make the initial deposit and send it back to us for the issuance of Overseas Student Confirmation of Enrolment (CoE).

VTI will notify you about the orientation and induction date and time. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress and attendance requirements, payment plan, course outline etc.

**Please note:** VTI will not enrol any student, which conflict with the obligation under Standard 7 “Overseas Student Transfers” of National Code 2018.

Please visit VTI website for third party (Education agent) recruitment -  
<https://www.vocationalinstitute.com.au/>

**For direct admissions, please contact VTI directly on below mentioned details**

## **Vocational Training Institute**

### **Melbourne Campus**

Level 3, 190 Queen Street, Melbourne VIC 3000

Ph: +613 9017 7817

[marketing@vocationalinstitute.com.au](mailto:marketing@vocationalinstitute.com.au) <https://www.vocationalinstitute.com.au/>

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