

BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

Release Number: 3, Release Date: 27 September 2018

The **ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT** requires that **12 units** be achieved. There are no pre-requisite or co-requisite units for this qualification. All 12 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Business Services Training Package BSB.

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.

Candidates may enter the qualification through a number of entry points including:

- BSB51915 Diploma of Leadership and Management or other relevant qualification/s
- OR**
- with substantial vocational experience, in management but without a formal qualification.

The units of competency that make up this qualification are: **4 core units** from the list below and **8 elective units**.

Core Units:

National Code	National Title
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan

Elective Units:

4 elective units must be selected from the elective units listed below. The remaining **4 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at Advanced Diploma level.

National Code	National Title
BSBCUE601	Optimise customer engagement operations
BSBCUE602	Manage customer engagement information
BSBCUE603	Design and launch new customer engagement facilities
BSBCUE604	Develop and implement a service level strategy
BSBCUE605	Develop and maintain a customer engagement marketing strategy
BSBCUE606	Forecast and plan using customer engagement traffic information analysis
BSBCUE607	Manage customer engagement centre staffing
BSBCUE608	Manage customer engagement operational costs
BSBCOM603	Plan and establish compliance management systems
BSBDIV601	Develop and implement diversity policy
BSBHRM602	Manage human resources strategic planning
BSBHRM604	Manage employee relations
BSBINM601	Manage knowledge and information
BSBIPR601	Develop and implement strategies for intellectual property management
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organisation development
BSBMGT616	Develop and implement strategic plans
BSBMGT619	Identify and implement business innovation
BSBMGT621	Design and manage the enterprise quality management system
BSBMGT622	Manage resources
BSBMGT623	Monitor corporate governance activities
BSBMGT624	Practice corporate social responsibility
BSBMKG609	Develop a marketing plan
BSBRKG601	Define recordkeeping framework
BSBRSK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS605	Develop, implement and maintain WHS management systems
PSPGEN067	Establish and maintain strategic networks
PSPPCM023	Manage strategic contracts

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

It is highly recommended that participants view www.training.gov.au for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 18 – 24 months to complete this qualification.

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