



Advanced Diploma of Management (BSB60407)

Course Overview

The Advanced Diploma of Management reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Advanced Diploma of Management (BSB60407).

Course Requirements

8 units of competency must be completed including 3 core units and 5 elective units. At least 3 of the elective units must be selected from the elective units below. The other 2 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national training package. If not listed below, 1 unit may be selected from a Diploma qualification.

CORE UNITS (Complete all)	
Innovation	
Code	Unit Title
BSBINN601A	Manage organisational change
Management	
BSBMGT605B	Provide leadership across the organisation
BSBMGT616A	Develop and implement strategic plans

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

ELECTIVE UNITS (Select 5)	
Code	Unit Title
Diversity	
BSBDIV601A	Develop and implement diversity policy
Financial Management	
BSBFIM601A	Manage finances
Information Management	
BSBINM601A	Manage knowledge and information
Management	
BSBMGT608B	Manage innovation and continuous improvement
BSBMGT617A	Develop and implement a business plan
Marketing	
BSBMKG609A	Develop a marketing plan
Occupational Health and Safety	
BSBOHS601B	Develop a systematic approach to managing OHS

Electives continued

Risk Management	
BSBRSK501A	Manage risk
Human Resources	
BSBHHRM604A	Manage employee relations

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

Vocational Outcomes

Area Manager, Department Manager, Regional Manager, Manager

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

Formal learning at Diploma level is an advantage towards submission into this qualification, however participants who have substantial vocational experience in management or equivalent may apply.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. You may want to consider a higher education degree. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training.

For more information, please contact CTCS today.

Customised Training Pty Ltd

ABN: 88 112 522 077

Level 1, The Business Block
11B Gell Street
Bacchus Marsh VIC 3340

Phone: 1300 275 282
Fax: 03 5367 1607
Email: info@ctcs.com.au