



Advanced Diploma of Management

(Course Code BSB60407 / CRICOS Code: 069864D)

Course Aims

This qualification 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.

Possible job title includes:

Job roles and titles vary across different industry sectors:

- Area Manager
- Department Manager
- Regional Manager

Course Structure

AdDipMan01

BSBINN601B	Manage organisational change
BSBMGT605B	Provide leadership across the organisation

AdDipMan02

BSBMGT616A	Develop and implement strategic plans
BSBHRM602A	Manage Human Resources Strategic Planning

AdDipMan03

BSBMGT608C	Manage innovation and continuous improvement
BSBDIV601A	Develop and implement diversity policy

AdDipMan04

BSBINM601A	Manage knowledge and information
BSBR501A	Manage risk

Prerequisite Requirements

There are no entry requirements for this qualification.

Assessment

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customisation to address specific needs and learning situations; assessment methods may include:

- Observation of ongoing activities
- Presentation of portfolios
- Role plays
- Observation of group discussion

Candidates will undertake informal assessment on an ongoing basis. This assessment will be used by the trainer to monitor candidate progress and to provide appropriate feedback. The informal assessments do not contribute to the results achieved by a learner. Learners should be aware that all competency based tasks must be completed by the submission due date.

Requirements to Receive the Qualification



To receive a qualification, students are required to successfully complete all units of competence for the qualification.

Mode of Delivery

On-site or Distance

Duration

1 year

Intake

Term1: 13/02/2012 - 15/02/2012

Term2: 30/04/2012 - 01/07/2012

Term3: 16/07/2012 - 16/09/2012

Term4: 01/10/2012 - 02/12/2012