



Advanced Diploma of Leadership and Management

BSB61015



STRATEGIC DECISION MAKING AND
CHANGE MANAGEMENT SKILLS THAT
ARE ESSENTIAL FOR MODERN DAY
OPERATIONAL MANAGERS



About This Course

Advanced Diploma of Leadership and Management students will benefit from subjects that develop an understanding of strategic planning, business tactics and decision making, as well as how to shape, foster and control organisational change. Risk management, sustainability policy and financial budgets round off this qualification.

Business leaders and managers must deliver operational results now, as well as have the ability to plan for success in the future. The Advanced Diploma of Leadership and Management program translates conceptual management knowledge into a realistic and practical learning program to allow students to apply these key strategic management skills in a real-world setting.

Subject Choices

- Strategic Planning
- Organisational Change
- Quality Management Strategies
- Business and Resource Plans
- Risk Management Strategies
- Sustainability Policy and Strategies
- Financial Budgets

Key Course Facts

Start Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 18 months

Group Training:
Workshops available

Course Fees: \$8,800 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
						\$8,800	

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$2,580							
\$2,910							

* NSW fees depend on previous qualification levels

** Subject to eligibility and availability at the time of enrolment



Entry Requirements

Reading and Writing Skills

The Advanced Diploma of Leadership and Management is an on-line correspondence course so you need to have strong English reading and writing skills, or higher. As a guide - you should have completed a formal course after having completed Year 12 schooling, or have proven workplace written communication skills.

Spoken English Skills

Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Strong spoken English skills are necessary to complete these components successfully.

Numeracy Skills

Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other

- Ability to study and conduct assessments in a safe environment

Subject Descriptions

Core Subjects:

Strategic Planning

Even if your role doesn't involve strategic planning, it is important for managers to understand strategic plans and how they evolve. This requires an examination of the business environment, collecting and analysing data and understanding a business's 'Values, Vision and Mission'. Also addressed are how to prioritise needs and how to create tactical and communication plans to implement your future strategic plans.

Unit(s):

BSBMGT616 - Develop and implement strategic plans

BSBINM601 - Manage knowledge and information

BSBMGT615 - Contribute to organisation development

Organisational Change

Change impacts all businesses. The way it is managed can impact the success of the changes. This subject covers the cycle of change, and techniques for introducing and promoting organisational change. The subject topics also examine normal staff responses to change, as well as important tools to overcome resistance to change.

Unit(s):

BSBINN601 - Lead and manage organisational change

BSBMGT605 - Provide leadership across the organisation

Quality Management Strategies

The philosophy of Quality Management (TQM) as a style of management is based around an organisational need to make continual improvements to its processes and products to meet, and even exceed, the needs of its customers. This subject covers both theoretical and practical things we can do to help make continual improvements in the workplace with the goal of achieving a competitive advantage and fostering a culture where all employees strive to continuously improve activities and outputs.

Unit(s):

BSBMGT608 - Manage innovation and continuous improvement

BSBMGT621 - Design and manage the enterprise quality management system

Business and Resource Plans

The skills and knowledge required to run a business operation and the steps required to develop and implement a business plan are covered in this subject. Integrated into this are the techniques behind operational planning to ensure the availability of key business resource requirements.

Unit(s):

BSBMGT617 - Develop and implement a business plan

BSBMGT622 - Manage resources

Risk Management Strategies

Risk Management Strategies covers risk context and risk identification, as well as risk management processes. The subject looks into the analysis of a risk, its causes, and ways to consider risk tolerance. Strategies for controlling and treating risks, as well as reviewing and monitoring those risks, are considered.

Unit(s):

BSBRISK501 - Manage risk

Sustainability Policy and Strategies

Businesses are now, more than ever, focused on achieving improvements in sustainability practices. Learn to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances. Sustainability is an essential business tool for achieving cost savings as well as meeting social responsibilities.

Unit(s):

BSBSUS501 - Develop workplace policy and procedures for sustainability

Financial Budgets

The budgeting process is covered in depth in this diploma level subject. You will get the opportunity to develop your forecasting skills as you prepare sales, cash and operating budgets. You will also learn how to produce budgeted financial statements which are useful for estimating the financial results, financial position and cash flows of a business.

Unit(s):

BSBFIM601 - Manage finances

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily.

We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.
