Advanced Diploma of Leadership and Management

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
Duration: Complete within 24 months

Delivery Options: On-line/Correspondence
Group Training: Workshops available

Course Fees: $10,000 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:

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Existing Worker Traineeship Fees for this Qualification:

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School Based Traineeship Fees for this Qualification:

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* 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.

Relevant Work Background
This qualification is not suited to people who do not have past work background that involves operational management exposure.

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
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):
- BSBRSK501 - 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 has 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 applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via 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 a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you 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.

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.

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