

# BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

- Build your skills as a leader for today
- Gain advanced knowledge and experience on current leadership matters – sustainability, corporate responsibility, innovation and change management
- Develop communication and implementation strategies to build success within your organisation

CRICOS COURSE CODE: 0101811

## Campus

Brisbane, Sydney and Melbourne

## Program Length

**Maximum 86 weeks\* (20 hours/week)**

Includes 14 hours/week in class study  
+ 6 hours/week online study +  
66 weeks study + 20 weeks scheduled  
breaks which includes Study Support  
Boot Camp

\*longer duration

## Schedules

Weekday: Brisbane

Weekend: Sydney, Melbourne

## 2021 Start Dates

Jan 25, Mar 8

Additional start dates available under new  
program format.

### SCHEDULED BREAKS

Jan 4 - Jan 22

Apr 19 - May 7

Aug 2 - Aug 20

Nov 15 - Dec 3

Dec 27 - Dec 31

## 2021 Fees

Registration fee:	\$230
Material fees:	\$280
Tuition:	\$18,000

If applicable, the following fees may apply during your  
program: Moodle reopening fee \$50 will be charged after  
6 week period is expired

## Entry Requirement

- An equivalent of Australia's Year 12 school certificate.
- Must have prior working knowledge/experience and be currently working within a business environment.
- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.
- Students must be at least 18 at the commencement of studies.
- Minimum entry requirements

## Program Description

If you are currently working within a leadership role or building your career, ILSC Greystone's Advanced Diploma of Leadership and Management will be ideal for you. This program aims to build future leaders by developing skills and insights into sustainable business practices, change management, innovation and corporate responsibility to name a few.

## Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 6 hours per week of online study and 14 hours per week of in-class study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with Assessment Essentials and PASS classes. You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. In Assessment Essentials, you'll learn essential tips and info on how to successfully complete the unit. This class guides you through the unit focusing on key topics you need to master, as well as assessment tips and common mistakes. NOTE: If you miss a class, please view the videos.

## Weekday Schedule – Sample\*

HOURS	WEDNESDAY	THURSDAY
1:15 PM-3:15 PM	Assessment Essentials	Assessment Essentials
3:30 PM - 5:30 PM	PASS	PASS
6:00 PM-9:00 PM	Lecture	Lecture

## Weekend Schedule – Sample\*

HOURS	FRIDAY	HOURS	SATURDAY
1:15 PM-3:15 PM	Assessment Essentials	9:00 AM-12:00 PM	Lecture
3:30 PM - 5:30 PM	Assessment Essentials	12:30 PM - 3:30 PM	Lecture
6:00 PM-9:00 PM	PASS	3:45 PM-4:45 PM	PASS

\* Schedules may vary.

## IMPORTANT: THIS QUALIFICATION IS CHANGING IN 2021

Students starting their program on March 8th will complete the current program, including 3 fast tracked units.

From May 10th onwards, this program will have a new format - ask us for start dates, and new program information.

# BSB61015 Advanced Diploma of Leadership and Management units

COURSE CODE / COURSE NAME	DESCRIPTION
<b>BSBFIM601 MANAGE FINANCES</b>	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.
<b>BSBINN601 LEAD AND MANAGE ORGANISATIONAL CHANGE</b>	This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.
<b>BSBMGT624 DEVELOP AND IMPLEMENT CORPORATE SOCIAL RESPONSIBILITY</b>	This unit identifies the skills and knowledge required to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation.
<b>BSBMGT605 PROVIDE LEADERSHIP ACROSS THE ORGANISATION</b>	This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.
<b>BSBMGT617 DEVELOP AND IMPLEMENT A BUSINESS PLAN</b>	This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
<b>BSBMGT619 IDENTIFY AND IMPLEMENT BUSINESS INNOVATION</b>	This unit describes the skills and knowledge required to analyse the market context and current business processes to identify and implement opportunities for innovation and reform in an organisation.
<b>BSBMGT608 MANAGE INNOVATION AND CONTINUOUS IMPROVEMENT</b>	This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.
<b>BSBMKG609 DEVELOP A MARKETING PLAN</b>	This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.
<b>BSBRISK501 MANAGE RISK</b>	This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.
<b>BSBMGT615 CONTRIBUTE TO ORGANISATION DEVELOPMENT</b>	This unit describes the skills and knowledge required to contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals.
<b>BSBMGT616 DEVELOP AND IMPLEMENT STRATEGIC PLANS</b>	This unit describes the skills and knowledge required to establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness. It covers analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. It also covers implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.
<b>BSBDIV601 DEVELOP AND IMPLEMENT DIVERSITY POLICY</b>	This unit describes the skills and knowledge required to research diversity and its importance to organisational activity and to draft, plan and implement diversity policy.

## GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

### BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.

### COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

### ASSESSMENTS

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

## COURSE COMPLETION

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – BSB61015 - Advanced Diploma of Leadership and Management issued by Greystone College. Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.

## WHAT IS NATIONALLY RECOGNISED TRAINING



All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

*For policies and procedures around: deterring, suspending, or canceling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website: <https://www.greystonecollege.com.au/policies>*

*Greystone College Pty Ltd partners with local and global agents to engage with prospective students. Please see the list on our website under Policy and Procedures for details.*

# ONLINE LEARNING SUPPORT MEASURES FOR GREYSTONE COLLEGE STUDENTS



## **Why is Greystone College Australia delivering classes online?**

Due to the COVID-19 pandemic, Greystone College has had to shift its delivery of VET courses from on-campus to online. We will continue to keep students updated as Greystone College assesses government guidelines and directives.

## **How can I access my online VET courses?**

Delivery of lectures and support classes are provided using professional ZOOM webinar technology. The technology allows students and trainers to screen share content, use on screen whiteboards, use breakout rooms for group based learning activities or private conversations, manage in class polls and debates, trainer to student or student to student chat functions and much more.

## **What equipment do I need to join online?**

Greystone College students can participate in the online courses using a smartphone, laptop or tablet. They also need an internet connection to connect in.

Greystone College uses MOODLE as its Learner Management System, which all students have access to once they commence their program. Classes are delivered remotely using ZOOM as its platform.

If a student does not have the necessary equipment to join online classes, the college may be able to support the student with on-campus equipment.

Greystone College students receive a free Microsoft Office subscription, and this allows them to have access to all the MS suite of products, including Word, Excel, PowerPoint and TEAMS.

## **How should I complete assessments?**

### **How about observations and role-plays?**

Assessments are delivered using our customised Learning Management System, Moodle. Students are able to access all topic content online, and provide written responses using fillable PDF documents and templates to deliver individual and group-based assessment. If students are not able to access these documents online, PDF print-outs can be made available.

Students are also required to demonstrate knowledge of assessments through trainer observations during webinars as part of their final grade. Observations might include a group activity such as a presentation, or individual role play simulation. Grades and detailed assessment feedback are allocated to students via Moodle allowing students to manage their course progress.

## **Who can I talk to if I have a problem?**

Greystone College students have access to student support via email, phone or in-person at the campus.

[WWW.GREYSTONECOLLEGE.COM.AU](http://WWW.GREYSTONECOLLEGE.COM.AU)