



northwest

# BSB60420

## ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

**CRICOS COURSE CODE: 105254E**

### COURSE DETAILS

Provider Name	Northwest Pty Ltd
RTO Code	32243
CRICOS Code	03979E
Delivery location of course	11 - 17 Jeffcott Street, West Melbourne VIC 3003
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	104 weeks, including 88 study weeks and 16 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>



NATIONALLY RECOGNISED  
TRAINING



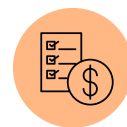
**TOTAL COURSE  
FEE: AUD 25,000**



**TUITION FEE:  
AUD 24,000**



**MATERIAL FEE:  
AUD 250**



**APPLICATION FEE:  
AUD 750  
(NON-REFUNDABLE)**

*(Application fee is non-refundable under all circumstances. Please refer to Northwest Pty Ltd.'s refund policy and procedure for further details)*

## **BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT**

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.



### **COURSE ENTRY REQUIREMENTS:**

#### **ENTRY TO THIS QUALIFICATION IS LIMITED TO THOSE WHO:**

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).

**or**

- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

#### ***In addition to above:***

- Have demonstrated an IELTS level at score of least 5.5 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Upper Intermediate or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Northwest Pty Ltd. is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.

***Please Note:*** All the students commencing this course are required to complete LLN test on the orientation day to assist Northwest Pty Ltd. to identify student's needs for additional support during their study with Northwest Pty Ltd.



## **COVID-19 VARIATION TO DELIVERY AND ASSESSMENT STRATEGY**

### **ADDITIONAL ENTRY REQUIREMENTS:**

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRTO 2015, Nortwest Pty Ltd. would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

*During COVID-19 (coronavirus) outbreak, Nortwest Pty Ltd. will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Nortwest Pty Ltd. aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.*

### **ORIENTATION:**

New student Orientation will be done via phone, e-mail and zoom. New students will receive an e-mail and call from the Admissions department on the Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact +61 (2) 9114 6870 or [info@nortwest.edu.au](mailto:info@nortwest.edu.au). Please email or call the student administration should you require any additional support.

### **CLASSES:**

During Covid-19, Nortwest Pty Ltd will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

### **ONLINE OPTIONS:**

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom.

### **ASSESSMENT:**

Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom or through email.

### **SUPPORT:**

All staff at Nortwest Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Nortwest Pty Ltd will also provide online academic and language support and student support staff are always here to help.

## PATHWAYS

- Once students have successfully completed BSB60420 Advanced Diploma of Leadership and management, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

***The further study pathways available to students who undertake this qualification include:***

- Graduate Diploma (AQF level 8) courses.
- Other Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

## **COURSE STRUCTURE:**

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60420 Advanced Diploma of Leadership and Management. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

CODE	TITLE	CORE/ELECTIVE
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBOPS601	Develop and implement business plans	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBFIN601	Manage organisational finances	Elective
BSBXCM501	Lead communication in the workplace	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBSTR801	Lead innovative thinking and practices	Elective

## **ASSESSMENT METHODOLOGY:**

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**Written Questions**



**Projects**



**Presentations**



**Report Writing**



**Role Plays/  
Observations**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

## **REFERENCE TEXTBOOKS:**

*Management Theory and Practice*, 7th Edition, Cole, Cengage Learning, 2016

## **FURTHER INFORMATION:**

For all further details, please refer to International Student Handbook on for all related policies and procedures (policies and procedures also available on [www.nortwest.edu.au](http://www.nortwest.edu.au)) and other important information related to international students including Covid-19, living cost, life and study in Sydney, etc.

Please contact the Administration Manager for further information at

 [info@nortwest.edu.au](mailto:info@nortwest.edu.au)

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