

Advanced Diploma of Management – BSB60407

This qualification provides the skills and knowledge to undertake senior or managerial responsibilities. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this training is delivered with Victorian Government funding.

Enrolment

Applicant's 15 years and older can apply. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

Course Rules

There are no pre-requisites for entry to this course. This course requires the completion of 8 units as described in the next section.

Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as area manager, department manager and regional manager.

Further Training Opportunities

This qualification can form part of an Australian Apprenticeship pathway. Opportunities exist for further studies in related higher education qualifications.

Course Structure

CORE UNITS (Three)

BSBINN601A	Manage organisational change
BSBMGT605B	Provide leadership across the organisation
BSBMGT616A	Develop and implement strategic plans

BUSINESS UNITS (Minimum of Three)

BSBINM601A	Manage knowledge and information
BSBMGT608B	Manage innovation and continuous improvement
BSBMGT617A	Develop and implement a business plan
BSBMKG609A	Develop a marketing plan
BSBR501A	Manage risk
BSBSUS501A	Develop workplace policy and procedures for sustainability

ELECTIVES (Maximum of Two)

Electives may be chosen from any of the previous business units listed, other units from the BSB07 Business Services training package, or another endorsed training package specific to your workplace. One unit may be selected from a Diploma level qualification. Other training packages available with AVTES are:

- Retail
- Hospitality

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

Employability Skills

This qualification also encompasses general employability skills required by the business industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**

