

BSB60407 Advanced Diploma of Management

Qualification Overview

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Qualification Content

To successfully gain the Advanced Diploma of Management you will need to be assessed as competent in the 8 units listed below.

BSBINN601B	Manager organisational change
BSBMGT605B	Provide leadership across the organisation
BSBMGT616A	Develop and implement strategic plans
BSBHRM604A	Manage employee relations
BSBRSK501B	Manage risk
BSBINM601A	Manage knowledge and information
BSBMGT608C	Manage innovation and continuous improvement
BSBMGT617A	Develop and implement a business plan

Competency can be defined as the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Duration

The usual enrolment period for this qualification is 24 months. Classroom programs may vary in duration.

Location

Workplace delivery is available in metropolitan Melbourne and regional Victoria on application.

Distance delivery is available to individuals working or residing in Victoria.

Cost

Customised Training is contracted as a provider of Victorian Government subsidised training under the Victorian Training Guarantee. Qualification fee subsidies may be available to eligible individuals with funds made available by the Victorian and Commonwealth Governments.

Please contact one of our Course Advisors to discuss your individual circumstances.

Student Support

Customised Training encourages people with disabilities to explore opportunities to develop their skills through Vocational Education and Training.

Adjustments can be made to learning and support materials to suit your individual needs; providing that these adjustments do not compromise the requirements of the relevant Training Package or the integrity, equity and fairness of assessment.

Skills Recognition

Skills Recognition is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system. You are encouraged to discuss the possibility of undertaking the Skills Recognition process prior to the commencement of your training.

For further information regarding Skills Recognition please request a Skills Recognition brochure or visit our website www.ctcs.com.au.

Work Load

You should expect to spend additional time studying this qualification. This time will typically consist of contacts with your trainer or classroom workshops (depending on your study mode), self-paced study, reading, researching and completing assessment tasks.

Vocational Outcomes

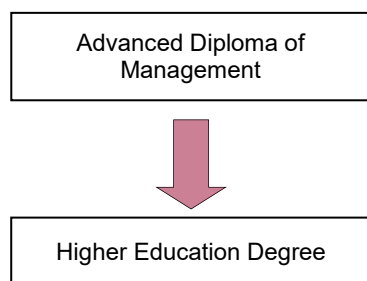
On completion of this qualification students may seek employment in the following areas: area manager, department manager or regional manager

Learning Pathways

Customised Training encourages you to continue learning. Pathways exist between various qualification levels, enabling you to move easily and readily between qualifications offered by Customised Training and qualifications offered by other education institutions.

Pathways may also allow you to access Skills Recognition and obtain credit points toward your next qualification, reducing your study time.

For more information on pathways available to you please contact a Course Advisor to discuss your options; or you can visit www.myfuture.gov.au, a helpful career website.



How to Apply

Once you have made the decision to apply for a qualification you must complete and return the documents listed below to Customised Training. Upon receiving all paperwork and supporting evidence a formal assessment of your eligibility for government funding and suitability for the qualification is conducted. You will be notified by phone of the outcome. If you are successful you will also receive a confirmation of enrolment letter, statement of fees and information relating to the provision of training and assessment.

Below is a list of documents you must include with your application:

- Enrolment Form and Pre-Training Review
- Current resume
- Certificates and Statement of Results for any previously attained or partially completed qualifications

If you are applying for a Government Subsidised place you must also include:

- Proof of citizenship/residency
 - ⇒ Certified coloured copy of one of the following: current green Medicare card, Birth Certificate, current Australian Passport, current New Zealand Passport, Naturalisation Certificate
- Proof of Age (if you are under 20 years of age)
 - ⇒ Certified coloured copy of one of the following: current Driver Licence, current Learner permit, a Proof of Age card, a 'Keypass' card.

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