

PRE - ENROLMENT INFORMATION FACT SHEET

BSB60420 Advanced Diploma of Leadership and Management (Course CRICOS Code - 106128C)

What is the BSB60420 Advanced Diploma of Leadership and Management and what type of employment opportunities will be available to me when I have attained this qualification?

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, analyse, and synthesise information from a variety of sources.

What is the duration and mode of study of this course?

52 weeks (including public holidays, re-assessment, and catch-up classes) - full-time study **20 contact hours per week** timetabled over 2.5 days per week.

Facilities, Resources and Training Locations

- Corporate Head Office - Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008
- Lygon Campus - 390A Lygon Street, Brunswick East, Melbourne, Victoria, 3057

What are the course entry requirements?

- Have completed a Diploma or Advanced Diploma from the BSB - Training Package (current or superseded equivalent versions) or
- Have two (2) years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Entry and Admission Requirements for International Students

- Australian International Institute of Technology requires that all International students must be **18 years of age or over** at the time of enrolment in this qualification and must provide evidence that they have obtained or completed one of the following:
 - Have obtained an IELTS band score of at least 6.0 - or equivalent; or 5.5 where the test score is combined with at least 10 weeks ELICOS or 5.0 where the test score is combined with at least 20 weeks ELICOS; or,
 - Have obtained an PTE combined score of at least 51.6; or,
 - Have completed a Diploma or Advanced Diploma Level Training Package course in Australia; or,
 - Have completed any Certificate III or Certificate IV in ESL or EAL from the ESL/EAL Framework (Vic); or,
 - Have completed the ELICOS Course: General English – Intermediate Level.
- Note - If an International overseas student is unable to provide any of the above evidence at the time of enrolment, they will be required to complete Australian International Institute of Technology's **English Language Proficiency Assessment** to ensure that they have the required English proficiency level for the course in which they want to enroll.
- Complete a **Pre-Training Review (PTR)** and a **Language, Literacy and Numeracy (LL&N) Diagnostic** so that Australian International Institute of Technology can determine whether the student needs additional LL&N support during their studies.
- AIIT will determine any prior learning of each student with regard to their existing skills, knowledge and experience that the student may have acquired through formal, non-formal and informal learning related to Units of Competency in this qualification in order to determine the amount of training Australian International Institute of Technology before will provide to each student.
- If RPL or a Credit is granted, this will result in shorter course duration for this qualification. In addition, Australian International Institute of Technology before providing credit on the basis of a Testamur, Statement of Attainment (SoA) or Record of Results (RoR) that have been provided by a student, Australian International Institute of Technology will authenticate the information on these documents (e.g. by contacting the organisation that issued the document and confirming the content is valid).

Recognition of Prior Learning (RPL) - Credit Transfer Exemptions

Participants who have obtained competencies other than via qualification or attainment from other RTO's are given the opportunity, before commencing to obtain exemptions and credits for those units of competency.

Students who are seeking recognition of prior learning will be provided with the assessment tools for each unit.

Students will complete the assessment tasks and/or provide evidence that relates to the assessment tasks.

Units of Competency and Topics

10 Units of Competency must be completed with topics including: Critical Thinking and Problem Solving - Personal Effectiveness, Social Competence - Verbal Communication, Teamwork and Relationships, Leadership and Business Competence including Human Resources <https://www.aiit.vic.edu.au/courses>

Assessment Methods

The program is classroom-based delivery **face to face** with trainer led training in classrooms, and computer labs consisting of direct observation, product-based methods, portfolios, questioning and third-party evidence.

Pathways

Potential employment options could include as a Manager in a range of industry areas and sectors.

Students who complete this course may wish to continue their education into higher education qualifications in business and management.

Additional Non-Tuition Course Materials Fees

Students will be required to purchase prescribed Textbooks and supporting training resources as listed in the individual course flyer. <https://www.aiit.vic.edu.au/courses>

Refunds and Fees Protection

Please refer to Australian International Institute of Technology's Refund Policy and Procedure and the Tuition Fees Policy for further information; available online, in Australian International Institute of Technology's Student Handbooks or at an Australian International Institute of Technology Campus.

Wellbeing, Safety and Security

If students are timetabled to attend classes after 6pm or on weekends, it is recommended for the student's own interest to travel to and from using transport in groups as they should not isolate themselves when travelling to and from Australian International Institute of Technology's Campuses.

Deferment, Suspension, Withdrawal, and Cancellation

For the complete policy and procedure, please request a copy at our City Campus Reception or visit our website <https://www.aiit.vic.edu.au/pol-pro>.

Student Support and Wellbeing Services

Australian International Institute of Technology offers a range of Student Support and Wellbeing Services that caters for the needs of all students, including wellbeing services, language literacy and numeracy support, career counselling, resume writing and IT Digital support (where identified, required and requested).

Application Process

Apply directly to admissions@aiit.vic.edu.au, or through an Australian International Institute of Technology approved Education Agent <https://www.aiit.vic.edu.au/reg-agents>

Where can I get further information?

Reception: Level 13, Suite 17, 401 Docklands Drive, Docklands, Melbourne, Victoria, 3008
Phone: + 61 3 96497691
Email: info@aiit.vic.edu.au
Website: <https://www.aiit.vic.edu.au>