

Advanced Diploma of Management [BSB60407]



About this Qualification

The Advanced Diploma of Management qualification is suited to roles where there is the requirement for strategic business leadership and management skills and knowledge.

The Advanced Diploma of Management qualification allows a wide range of subject options to enable organisations to select the skills and knowledge that their staff would benefit from.

The flexibility with subject choice makes this qualification an extremely flexible one that can be tailored for most Management job roles.

Course Suitability

The job roles that may suit this course include:

- Senior Managers
- Operations Managers
- Team Leaders
- CEOs

All Advanced Diploma level candidates should satisfy themselves that they understand the requirements of Advanced Diploma level study as summarised under "Entry Requirements" on the next page.

Enrolment Options

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff.

Course Fees

For Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

Course Duration

The qualification is timetabled to be completed in one year over a 52 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 4 - 6 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.

Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill staff
- flexible method of delivery that suits busy office environments
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs

Course Subjects and Electives

The qualification includes the following core modules:

- Providing Personal Leadership (Pre-requisite)
- Manage Organisational Change
- Implementing TQM
- Strategic Planning
- Manage Risk
- Environmental Procedures
- Business Planning



Australian College
of Commerce & Management

College Trainers and Materials

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

Course Delivery

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.

Entry Requirements

Above average level literacy and English language communication skills are required for this qualification.

Many of the modules in this qualification are about leadership and management skills, so it is important that participants have access to a work environment where they can utilise these skills.

National standards (the Australian Qualifications Framework) apply to differentiate between Certificate IV, Diploma and Advanced Diploma level studies.

Students enrolled in Advanced Diploma courses must complete assessment activities that prove the following “characteristics of competencies or learning outcomes” required at Advanced Diploma level:

- the application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts in relation to either varied or highly specific functions.
- Contribution to the development of a broad plan, budget or strategy is involved and accountability and responsibility for self and

others in achieving the outcomes is involved.

- breadth, depth and complexity involving analysis, diagnosis, design, planning, execution and evaluation across a broad range of technical and/or management functions including development of new criteria or applications or knowledge or procedures; and
- applications involve significant judgement in planning, design, technical or leadership/guidance functions related to products, services, operations or procedures.

Distinguishing features of Advanced Diploma level studies include:

- demonstrate understanding of specialised knowledge with depth in some areas
- analyse, diagnose, design and execute judgements across a broad range of technical or management functions
- generate ideas through the analysis of information and concepts at an abstract level
- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills
- demonstrate accountability for personal outputs within broad parameters
- demonstrate accountability for group outcomes within broad parameters

Source: Australian Qualifications Framework Handbook Section 32

Qualification & Career Pathway

This is a formal qualification recognised as part of the Australian Qualifications framework. After completion of this qualification you may wish to continue into University Studies.

