

## Advanced Diploma of Management BSB60407

### **Aim of the Program**

The aim of the Advanced Diploma of Management program is to provide participants, working as leaders and managers, the skills, knowledge and attitude for developing leadership qualities and managerial capabilities. Successful completion of the program results in the award of the nationally recognised qualification from BSB07 Business Services Training Package.

### **Target Audience**

Any person demonstrating potential to undertake vocational education and training at advanced diploma level. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include –Area Manager, Department Manager, Regional Manager.

### **Program 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. Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

### **Units in the Program**

There are 8 Units in the program (3 Required + 5 Elective).

At least 3 of the elective units must be selected from the elective units listed below.

The other 2 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

### **Required Units**

#### **Innovation**

BSBINN601A Manage organisational change

#### **Management**

BSBMGT605B Provide leadership across the organisation

BSBMGT616A Develop and implement strategic plans Management

### **Elective Units**

#### **Compliance**

BSBCOM603B Plan and establish compliance management systems

#### **Diversity**

BSBDIV601A Develop and implement diversity policy

#### **Financial Management**

BSBFIM601A Manage finances

### Information Management

BSBINM601A Manage knowledge and information

### Management

BSBMGT608B Manage innovation and continuous improvement

BSBMGT617A Develop and implement a business plan

### Marketing

BSBMKG609A Develop a marketing plan

### Occupational Health and Safety

BSBOHS601B Develop a systematic approach to managing OHS

### Recordkeeping

BSBRKG601B Define recordkeeping framework

### Risk Management

BSBRSK501A Manage risk

### Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

### Imported Units

PSPGOV602B Establish and maintain strategic networks

PSPPROC602B Direct the management of contracts

### Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

### Executive Director

#### 3 core units plus 5 elective units

BSBDIV601A Develop and implement diversity policy

BSBINM601A Manage knowledge and information

BSBMGT608B Manage innovation and continuous improvement

BSBRSK501A Manage risk

PSPGOV602B Establish and maintain strategic networks

## Contact us

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V01-01, 280409