



CHOICE BUSINESS  
COLLEGE

Choice Business College Pty Ltd  
trading as Choice Business College  
ABN 28 130 302 00  
CRICOS Provider 03444C

P: (07) 5532 3212  
E: info@cbc.edu.au  
W: www.cbc.edu.au

# BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 108281M

## ABOUT THE COURSE

The purpose of this course is to develop skills of individuals with who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. The course will develop or formalise their knowledge and skills across a wide range of business functions.

This qualification may be equally suitable to those have completed a diploma or advanced diploma from BSB training package (current or superseded equivalent versions) or have two years equivalent full-time relevant to workplace in an operations or leadership role in an enterprise. 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.

## ENTRY REQUIREMENTS

**International students must satisfy the following conditions:**

- ◆ An overall IELTS band 5.5 (with no individual band below 5.0) or equivalent.
- ◆ 18 years and above
- ◆ High School Certificate (Year 12) or equivalent
- ◆ Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). Or
- ◆ Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

## DURATION

This course will be delivered over a total of 52 weeks, which comprises of 40 study weeks and 12 weeks of term break.

## FEES & INTAKES

Please refer to International fees schedule on our website.

## STUDY LOCATIONS

Gold Coast campus  
Melbourne campus  
Parramatta campus  
Sydney campus

## INTAKE DATES

2025	2026
06 JAN	05 JAN
24 FEB	23 FEB
07 APR	06 APR
26 MAY	25 MAY
07 JUL	06 JUL
25 AUG	24 AUG
06 OCT	05 OCT
24 NOV	23 NOV



## CAREER OPPORTUNITIES

Employment outcomes resulting from the completion of this course may include the following roles:

- ◆ Department Manager
- ◆ Senior Manager
- ◆ Executive Manager
- ◆ Director Manager
- ◆ Human resources Manager
- ◆ Senior Executive

## DELIVERY MODE AND ASSESSMENT

**20** hours per week and delivered through blended learning

**10-15** hours of self-study per week is required

The course is delivered over 20 hours per week. It consists of two 7-hour days face to face in a classroom setting and 6 hours of online/distance course work.

Assessments may be conducted through a combination of written questions and answers, case studies, project portfolio, and class activities and self-study activities.

## COURSE STRUCTURE

Total number of units of competencies= Ten (10) units of competencies. The following table identifies the units of competency delivered by Choice Business College (CBC) for the BSB60420 Advanced Diploma of Leadership and Management.

Code	Title	Core/Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBLDR601	Lead and manage organisational change	Core
BSBLDR602	Provide leadership across the organisation	Core
BSBOPS601	Develop and implement business plans	Core
BSBSTR601	Manage innovation and continuous improvement	Core
BSBSTR602	Develop organisational strategies	Elective
BSBPMG633	Provide leadership for the program	Elective
BSBFIN601	Manage organisational finances	Elective
BSBMKG621	Develop organisational marketing strategy	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective

Students may request alternative electives, if the above do not meet their target work outcomes. The request will be considered on a case-by-case basis and approval is dependent on the availability of the required resources and appropriately qualified trainers.

## PATHWAYS

On successful completion of this course, the candidate may pursue other advanced diplomas qualifications, or graduate certificate/ graduate diploma qualifications with 3 years equivalent full-time relevant workplace experience at a significant level of leadership and management responsibility and/or complexity in an enterprise. Alternatively, the students will be able to access the appropriate employment.

## RECOGNITION OF PRIOR LEARNING

We offer everyone the opportunity to apply for Recognition of Prior Learning (RPL) at enrolment. Students may be granted credit or partial credit in recognition of skills and knowledge gained through work experience, life experience and/or prior training.

