

# BSB60407 Advanced Diploma of Management



## Descriptor

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.

## Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Area Manager
- Department Manager
- Regional Manager

## Qualification Pathways

### Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

### Pathways into the qualification

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:

- after achieving the BSB51107 Diploma of Management or other relevant qualification/s  
OR
- providing evidence of competency in the majority of units required for the BSB51107 Diploma of Management or other relevant qualification/s  
OR
- with substantial vocational experience, in management but without a formal qualification

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Manager

This breadth of expertise would equate to the competencies required to undertake this qualification.

## Qualification Rules

**Total number of units = 8**

**3 core units** plus **5 elective units**

At least **3** of the **elective units** must be selected from the elective units following.

The other **2 elective units** may be selected from the remaining elective units, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed over, 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.

## Core Units

### Innovation

BSBINN601A Manage organisational change

### Management

BSBMGT605B Provide leadership across the organisation

BSBMGT616A Develop and implement strategic plans

## 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

### Record keeping

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



# Pathway to Completion

## PATHWAY TO COMPLETION

**1** Enrolment received by SCOPE Vision; appropriate mentor allocated and contact is made with the participant to schedule initial meeting

**2** Initial briefing session is held and selected training and assessment pathways confirmed

**3** Participant attends scheduled mentoring sessions to plan the evidence to be collated within their Evidence Portfolio accessing skills recognition pathways

**4** Participant begins collecting and collating the evidence as agreed into their Evidence Portfolio

**5** Mentoring sessions are facilitated as scheduled, (ie at the commencement of each unit, or cluster of units)

**6** Evidence Portfolio is completed by participant and submitted to SCOPE Vision for final assessment

**7** Feedback is given to the participant regarding result of assessment

**8** Appropriate Qualification or Statement of Attainment is awarded to the successful participant

### Time Frame

The time frame in which each unit is completed will vary from person to person and industry to industry; as it is dependent upon the existing skills and knowledge of each participant.

### Employability Skills

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification:  
<http://employabilityskills.training.com.au>

### To Enrol

Complete and return pages 3 and 4 to:  
PO Box 301 Guildford WA 6935  
**F** (08) 9297 3664  
**E** [mailbox@scopevision.com.au](mailto:mailbox@scopevision.com.au)



# Enrolment Form - 1/2

BSB60407 Advanced Diploma of Management

CONTACT DETAILS: Personal		
Name:		DOB:
Address:		
State:		Postcode:
Home Telephone:		
Mobile Telephone:		
Email Address:		

CONTACT DETAILS: Business	
Company:	
Position Held:	
Telephone:	
Facsimile:	
Work Email:	

PAYMENT OPTIONS	
<b>I will be paying using the following method (please tick)</b>	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Cheque	Please make cheques payable to 'SCOPE Vision'
<input type="checkbox"/> I authorise SCOPE Vision to debit the following credit card	<input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card <input type="checkbox"/> Bank Card Card Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Expiry Date: _ _ _ _ Cardholders Name (please print): _____ Cardholders Signature: _____
<input type="checkbox"/> Direct Deposit	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account # : 493266439 Please insert your invoice number as the reference
<input type="checkbox"/> Invoice 3rd Party	Please attach appropriate approval forms and complete details below:
Third Party invoice information:	
Name of company:	
Attention:	
Postal Address:	
Telephone:	
Purchase order number:	

# Enrolment Form - 2/2

## BSB60407 Advanced Diploma of Management

Core Units - Choose 3 Units		Price per unit \$300
<b>Innovation</b> <input type="checkbox"/> BSBINN601A - Manage organisational change		
<b>Management</b> <input type="checkbox"/> BSBMGT605B - Provide leadership across the organisation		
<input type="checkbox"/> BSBMGT616A - Develop and implement strategic plans		
Elective Units - Choose 5 Units		Price per unit \$300
<b>Compliance</b> <input type="checkbox"/> BSBCOM603B - Plan and establish compliance management systems		
<b>Diversity</b> <input type="checkbox"/> BSBDIV601A - Develop and implement diversity policy		
<b>Financial Management</b> <input type="checkbox"/> BSBFIM601A - Manage finances		
<b>Information Management</b> <input type="checkbox"/> BSBINM601A - Manage knowledge and information		
<b>Management</b> <input type="checkbox"/> BSBMGT608B - Manage innovation and continuous improvement		
<input type="checkbox"/> BSBMGT617A - Develop and implement a business plan		
<b>Marketing</b> <input type="checkbox"/> BSBMKG609A - Develop a marketing plan		
<b>Occupational Health and Safety</b> <input type="checkbox"/> BSBOHS601B - Develop a systematic approach to managing OHS		
<b>Record keeping</b> <input type="checkbox"/> BSBRKG601B - Define recordkeeping framework		
<b>Risk Management</b> <input type="checkbox"/> BSBRSK501A - Manage risk		
<b>Sustainability</b> <input type="checkbox"/> BSBSUS501A - Develop workplace policy and procedures for sustainability		
<b>Imported Units</b> <input type="checkbox"/> PSPGOV602B - Establish and maintain strategic networks		
<input type="checkbox"/> PSPPROC602B - Direct the management of contracts		
<b>TOTAL ENROLMENT FEE:</b>		<b>\$</b>