



Course Brochure

BSB60420 – Advanced Diploma of Leadership and Management



Course Overview

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.

Typically, people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial and leadership approaches.

Learner Support

Each BSB60420 – Advanced Diploma of Leadership and Management student must complete a Language, Literacy and Numeracy (LLN) Test. Upon reviewing the results of LLN Test, Hallmark Institute (“the school”) will determine if support services and reasonable adjustments are required for any student.

Reasonable adjustment options are available to accommodate students who have non-standard learning needs. Any reasonable adjustments that are made to BSB60420 – Advanced Diploma of Leadership and Management training materials and/or assessments will be recorded in the student’s training plan and file.

Prospective students who require additional support services offered by Hallmark Institute will need to verify that these support options are available before enrolment by calling Hallmark Institute on +61 2 9066 6903.

Who Should Undertake BSB60420 – Advanced Diploma of Leadership and Management?

BSB60420 Advanced – Diploma of Leadership and Management course equip the students with the relevant employability skill sets in these areas like Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning & Technology. Possible job titles relevant to this qualification include:

Group 1	Group 2
<p>The first group of potential learners for this qualification is for existing business professionals requiring a formal qualification through recognition of prior learning. This group of candidates will normally consist of</p> <ul style="list-style-type: none"> • Operation Managers • Business Development Managers 	<p>This group of candidates will normally consist of:</p> <ul style="list-style-type: none"> • People working in Business Services Roles • People who need this qualification for employment purposes • People seeking business operations skills • People with some business experience seeking a formal qualification

<ul style="list-style-type: none"> • Project Manager • Academic Manager 	<ul style="list-style-type: none"> • People taking on an executive role within their organisation and seeking a formal qualification.
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General Course Information

Mode of Delivery	Face-to-Face (Supervised)
Duration	78 weeks (fulltime), 60 weeks of training and 18 weeks in term break
Training Method	Trainer& Assessor led, face-to-face in a classroom setting combined with in-class experiential activities.
Assessment Method	Written Knowledge Assessments, Projects, Case Studies, Practical Demonstrations, and Assessor Observations
Target Students	This qualification is aimed at students who would like to enhance their skills and knowledge to create further educational and employment opportunities for themselves
Contact time	Classroom – 20 hours per week Self-Study – 10 hours per week.
Class Time	Shift 4 – Saturdays, Sunday: 8:00am – 16:00pm, Friday 16:45pm – 22:00pm.
Delivery Location	Suite 603, Level 6/2 Meredith Street BANKSTOWN 2200

Course Details

Course CRICOS Code	TBA
Pre-requisite requirements	<p>Pre-requisite academic requirement for this course is that the student must have:</p> <ul style="list-style-type: none"> • Completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). or • Two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
Packaging Rules	<p>This qualification has total 10 Units of Competency.</p> <p>Core Units: 5 core unit which must be selected from those listed in the qualification descriptor.</p> <p>Elective Units: 5 of which:</p>

	<ul style="list-style-type: none"> 3 elective units of competency must be selected from those listed in the qualification descriptor 2 elective units of competency may be selected from elective units of competency listed in the qualification descriptor of BSB Business Services Training Package, or from any currently endorsed Training Package or accredited course at Advanced Diploma level. <p>Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.</p>
Licensing, Legislative, Regulatory or Certification Considerations	No licensing, legislative or certification requirements apply to this qualification at the time of publication.
Fees	<p>Enrolment Fee (non-refundable): \$AU 250.00</p> <p>Material Fee: \$AU 95.00</p> <p>Tuition Fee: \$AU 12,000 paid in full or over 6 instalments.</p>
Units of Competency	Units
	CORE
	BSBCRT611 Apply critical thinking for complex problem solving
	BSBLDR601 Lead and manage organisational change
	BSBLDR602 Provide leadership across the organisation
	BSBOPS601 Develop and implement business plans
	BSBST601 Manage innovation and continuous improvement
	ELECTIVE
	BSBSUS601 Lead corporate social responsibility
	BSBST602 Develop organisational strategies
	BSBTEC601 Review organisational digital strategy
	BSBFIN601 Manage organisational finances
	BSBINS601 Manage knowledge and information

Course Assessment Requirements and Overview

Each unit of competency in BSB60420 – Advanced Diploma of Leadership and Management comprises of assessment tasks such as Written Knowledge Assessments, Projects, Case Studies, Practical Demonstrations, and Assessor Observations which must be completed in full before being submitted for marking. Assessments for qualifications are competency based, which means students are assessed against the unit of competency (unit) requirements.

Once a student receives a satisfactory result for all required assessment tasks, a Competent (C) outcome will be awarded for the entire unit. The student must demonstrate their understanding of all competency standards in each unit before receiving a competent outcome.

Students have three (3) attempts to demonstrate competency, otherwise a unit re-enrolment fee applies (Please see fee schedule contained in the International Student Fees and Refund Policy and Procedure).

Learner Resources

Hallmark Institute provides BSB60420 – Advanced Diploma of Leadership and Management students with access to a wide range of learning resources including Learner's Guide, Power point slides, a Self-Study Guide and other assessment resources. Some of those resources have been developed in-house whereas most learning resources have been purchased from reputable resource providers available in the market. All students have the opportunity to obtain the hard copies of available resources, should they desire to do so.

Course Entry Requirements

For entry into BSB60420 – Advanced Diploma of Leadership and Management, all students must:

Academic Course Entry Requirements:

- 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.
- The students will also be required to undertake an LLN test to identify if they will require additional learning support and if the identified level of additional support is within Hallmark Institute capabilities to deliver. Based on the group of students that this course is designed for all are expected to have a high- level of LLN capabilities.

English Language Entry Requirement:

- IELTS band score of 6.0; or
- TOEFL Paper-based (PBT) score of 547; or
- TOEFL Internet-based (IBT) score 78; or

- TOEIC score 780; or
- PTE Score 52

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. Please note that the minimum English Language Level requirements apply to all students.

Technology Literacy Requirements

Students are required to provide their own laptop or any other smart device that is equipped with Microsoft Office 365 software or Office 365 (open source). Microsoft Office 2007 or above, and Microsoft Windows 2000 or Mac OS X, Adobe Acrobat Reader, and Macro Flash Media.

Intermediate level computer skills are required that include using intermediate level Microsoft Office “Word” features. Ability to produce and present word-processed documents/ reports and undertake internet research.

As part of the learning cycle students may be required to undertake online research or activities each week in class during term time. Hallmark Institute requires that all students on campus have access to a personal laptop to be used for assigned course work at the campus.

All students entering BSB60420 - Advanced Diploma of Leadership and Management are expected to have the ability:

- To produce and present high-level word-processed documents/ reports of several pages.
- To undertake online research.
- To obtain, interpret, evaluate, and present information from a variety of sources (reading or the internet or via other assistive technology)
- To analyse, research and provide statistical data based on specific business trends.

Language, Literacy and Numeracy (LLN)

The students will also be required to undertake an LLN test to identify if they will require additional learning support and if the identified level of additional support is within Hallmark Institute capabilities to deliver. Based on the group of students that this course is designed for all are expected to have high- level of LLN capabilities.

Unique Student Identifier (USI)

Each student entering BSB60420 – Advanced Diploma of Leadership and Management must provide their USI (Unique Student Identifier) before they are to commence their studies. For those who do not have a USI, may create one at: <https://www.usi.gov.au/students/create-your-usi>

Hallmark Institute will assist students to create their USI if required. Students must contact admin@hallmarkinstitute.edu.au or the Hallmark Institute Reception Desk at +61 2 9066 6903 if they face any challenges with creating their USI.

New Student Intake Dates 2025 – 2026

The new student intake dates for 2025 – 2026 are as follows:

TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA
TBA	TBA	TBA

Further Information

For further information about Hallmark Institute courses, Fees and Charges and Policy and Procedures, please refer to Hallmark Institute website:

<https://demo.hallmarkinstitute.com.au/>