



Course Brochure BSB80120 – Graduate Diploma of Management (Learning)



Course Overview

This qualification reflects the role of individuals who apply highly specialized knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

Learner Support

Each BSB80120 – Graduate Diploma of Management (Learning) student must complete a Language, Literacy and Numeracy (LLN) Test. Upon reviewing the results of LLN Test, Hallmark Institute 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 BSB80120 – Graduate Diploma of Management (Learning) 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 Campus on +61 2 9066 6903.

Who Should Undertake BSB80120 – Graduate Diploma of Management (Learning)

BSB80120 – Graduate Diploma of Management (Learning) course provides the opportunity for people in various roles to formalise and develop their management skills to perform at a higher level in the workplace. This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

If you complete this qualification, you could gain roles such as:

- Head of School/ RTO
- Academic Manager
- Senior Training Manager
- RTO Compliance Manager
- RTO Manager
- RTO Director
- Strategic Learning Development Consultant

General Course Information

Mode of Delivery	Face to Face (Supervised)
Duration	52 Weeks (fulltime), 40 weeks term time and 12 weeks in term breaks
Training Method	Trainer& Assessor led, face-to-face in a classroom setting combined with in-class experiential activities.
Assessment Method	Theoretical Questions, Projects, Case Studies, Role-plays, Presentations 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 3 – Monday, Tuesday, Wednesday, Thursday: 16:45pm – 22:00pm.
Delivery Location	Suite 603, Level 6/2 Meredith Street BANKSTOWN 2200

Course Details

Course CRICOS Code	TBA
Pre-requisite Requirements	There are no pre-requisites or entry requirements for this qualification in the training package however Hallmark Institute has some entry requirements mentioned on page 5 of this document.
Packaging Rules	<p>This qualification has total 8 Units of Competency.</p> <p>Core Units: 3 core unit which must be selected from those listed in the qualification descriptor.</p> <p>Elective Units: 5* elective units, of which:</p> <ul style="list-style-type: none"> 3 units must be selected from the elective units listed in https://training.gov.au/Training/Details/BSB80120 elective unit list 2 units may be selected from the same list or any other currently endorsed training package or accredited course at Advanced Diploma or above. <p><small>*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.</small></p>

Licensing, Legislative, Regulatory or Certification Considerations	No licensing, legislative or certification requirements apply to this qualification at the time of publication.
Fees	Enrolment Fee (non-refundable): \$AU 250.00 Material Fee: \$AU 250.00 Tuition Fee: \$AU 12,000 paid in full or over 4 instalments.
Units of Competency	Units
	CORE
	BSBHRM613 Contribute to the development of learning and development strategies
	BSBLDR811 Lead strategic transformation
	TAELED803 Implement improved learning practice
	ELECTIVE
	BSBCRT611 Apply critical thinking for complex problem solving
	BSBLDR601 Lead and manage organisational change
	BSBLDR812 Develop and cultivate collaborative partnerships and relationships
	BSBOPS601 Develop and implement business plans
	BSBSTR801 Lead innovative thinking and practice

Course Assessment Requirements and Overview

Each unit of competency in BSB80120 – Graduate Diploma of Management (Learning) comprises of assessment tasks such as Theoretical Questions, Projects, Case Studies, Role-plays, Presentations 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 on the website or contact admin@hallmarkinstitute.edu.au for any current promotions).

Learner Resources

Hallmark Institute provides BSB80120 – Graduate Diploma of Management (Learning) 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 BSB80120 – Graduate Diploma of Management (Learning), all students must be of the age of 18 years or over at the time of applying for admission.

Academic Course Entry Requirements:

- Successful completion of Year 12 or equivalent and above, and
- Have successfully completed the BSB60420 – Advanced Diploma of Leadership and Management (or equivalent) or a bachelor's degree (or equivalent);
- 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 minimum; 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 laptops or any other smart device that is equipped with Microsoft Office 365 software or Office 365 (open source), and Microsoft Windows 2000 or Mac OS X, Adobe Acrobat Reader, and Macro Flash Media.

Hallmark Institute requires that all students on campus have access to a personal laptop to be used for assigned course work at the campus. There are limited desktops available in different campus locations for student's usage in case they do not have a personal device. There are limited laptops available as well for borrowing during class hours. These laptops may be borrowed by students through on-campus borrowing procedures.

All students entering BSB80120 – Graduate Diploma of Management (Learning) 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

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 BSB80120 – Graduate Diploma of Management (Learning) 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 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
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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/>