



COURSE GUIDE FOR ADVANCED DIPLOMA OF MANAGEMENT BSB60407 (52 weeks)

42 Weeks tuition 10 weeks holidays = 840 hours

Maximum number of students = 30

Delivery site

Suite 13 Level 1 The Royal Arcade 175 – 181 Oxford Street,
Bondi Junction 2022

Course information

AHBC offers the Advanced Diploma of Management as an education pathway for the engaged future business leader. If you seek a serious career in a medium to large organisation with the desire to hold a strategic management role, then this is the ideal qualification. It is a qualification that is recognised world-wide as providing a sound business management base of learning and the way to secure your future success in the corporate business sector. The target students for this qualification have worked in different areas of business and now wish to develop their skill set or gain a more solid theoretical background in areas such as business planning and strategic management. Some students may wish to reinforce previous learning (i.e. the BSB50207 Diploma of Business) and to gain a higher qualification before entering or re-entering the workforce. The majority of the Course will be delivered in Suite 13; practical work may involve group work, Industry field trips or business course related field research including the use of the Australian Hair and Beauty College and Salon infrastructure to demonstrate real skills.

Course tracking

Students will be issued with barcodes through out the course, one unit of competency at a time. The barcodes reflect each task that must be completed in order to attempt the FINAL assessment for each unit. The final assessment will test theoretical and practical knowledge. Your educator will complete an OVERALL ASSESMENT MARKING GUIDE before issuing you with the assessment plan for the final assessment. The overall assessment marking guide will list the entire relevant tasks that you would need to complete in order to be deemed ready for your final assessment. Your barcodes replicate the overall assessment marking guide, so you will know what to complete.

Should a student fail this assessment they may appeal the decision (see assessment appeals later in this document), or they may redo this unit at the end of their course. The assessments are competency based. Your barcodes remain the property of the College, once you have completed your final assessment for the Unit; your educator will collect your barcodes and issue you with the next unit's.

Course fees

Your course fees are payable per academic term (three months), A payment agreement will be made with the college during your orientation. The fees include your workbooks. The Textbooks are provided by the College whilst you are on College premises. There is a library with textbooks available for you, should you wish to loan them you would need to pay a deposit which will be returned to you once you return the book back to the College. Books may be loaned for one week at a time. Please note that AHBC requires an enrolment fee of \$250.

Available Shifts and Attendance requirements

Students are required to have sets shifts whilst completing the Advanced Diploma of Management course. You will need to inform your Unit Coordinator of these set shifts on commencement of your course. Please contact the College prior to enrolment to ensure your desired shifts are available. Please ensure you have seen the document course commencement dates and fees to select your shifts. You are required to attend 20 hours a week, these are called contact hours.

Career Pathways

The Advanced Diploma of Marketing course has been designed to give the candidate a broad business base with equally varied employment pathways by centring on business planning and organisation with the varied and more likely cross culture employment prospects of high management positions. Having achieved the BSB60407 Diploma of Management qualification, candidates would be seeking employment in various business activities leading to and centring on/and around business planning, managing organisational change and continuous improvement and a personal development to a senior project or Team leader/Management position with-in their chosen business field.

Resources required for this course-

- AHBC handouts, AHBC subject information (included in the course fees)
- Learning guides: Aspire Learning Resources, Pearsons, IBSA Learning resources, Precision Group Learning resources, Small print Workbooks (included in the course fees)
- Computers (student use)
- Internet access (student use)
- Printers (student use)
- Photo copier (student use)
- Office plant and equipment (student use)
- DVD's (student use)
- Televisions (student use)
- Library (student use)
- White boards (student use)



- USB (your USB will remain the property of AHBC) upon completion of the course it must be handed to your educator)
- Flip charts (student use)
- DVD player (student use)
- Excursions for example: Waverley library / Careers consultants / local CBD fieldtrips/ Business administration & IT EXPO's (optional)

RPL & RCC (Recognition of Prior Learning, Recognition of Current Competence and Credit Transfer)

Students who believe they already have the skills and knowledge required to demonstrate competency can request RPL/RCC by completing the form titled RPL application form. Students must provide valid, sufficient, current and authentic evidence to demonstrate competency. The assessor may require the student to undergo a challenge test. The cost for RPL is to be covered by the student. Please ask your Unit Co-ordinator if you wish to apply. Should RPL be granted to international students your visa maybe affected.

Entry advice

Potential students for this course need to be 18 years of age at the time of course commencement. International students are required to have an IELTS result of 5.5 overall score or equivalent. Please contact our international marketing officer regarding possible equivalent evidence.

Language, Literacy and Numeracy advice

Reading and Writing – A learner will be able to read, interpret and write a range of context

Oral Communication – A learner will be able to use and respond to spoken language within a variety of contexts

Numeracy/Mathematics – A learner will be able to recognise and use a variety of conventions and symbols of formal mathematics

To achieve an Advanced Diploma of Management 8 pre-selected Core and Elective Units must be completed.

BSBINN601A	Manage organisational change	C
BSBMGT605B	Provide leadership across the organisation	C
BSBMGT616A	Develop and implement strategic plans	C
BSBMGT617A	Develop and implement a business plan	E
BSBFIM601A	Manage Finances	E
BSBINM601A	Manage knowledge and information	E
BSBMGT608B	Manage innovation and continuous improvement	E
BSBDIV601A	Develop and implement diversity policy	E

C - (Core Units)
 E- (Elective Units)

Timetable

The class timetable is provided to students upon request. The time table may change and therefore to give you the most current version please contact the Director of Studies. The timetable is only flexible in deciding which group you most likely would desire to be in. The holiday periods are set as course breaks.

Attendance

Your attendance at the College will be monitored, recorded and assessed electronically in Suite 12 of the College. You will be issued with a PIN number and your photo will be taken for the system and for your Identity card you must wear when you are at the College. Your attendance will be monitored weekly. AHBC requires all students to attend 20hours a week. Our attendance intervention strategy will be activated when you are below 80% for the week or at the bimonthly assessment (every 8 wks) if you have only made the minimum amount of attendance each week. The intervention strategy for attendance has five stages for each course. The stages are discussed in depth in your student handbook. Here is a summary of what happens when the minimum attendance has not been achieved for a week:

Stage 1 – Verbal warning, **Stage 2** – Written warning **Stage 3** – Counselling **Stage 4** – Notification of intent to report to the General manager or Director of studies and compliance **Stage 5** – Notification of intent to report to the Secretary of DEEWR through PRISMS (copy of complaints and appeals process will accompany this Notification)

The process you must follow daily:

- Students report to the attendance desk to log in with their PIN number. The computer will now register the students attendance
- The Attendance enforcement officer will confirm the students identity by the accompanying photo that will appear on the screen when the student logs in
- When students are leaving to go home after their planned shift they must log out with their PIN at the attendance desk

Context of Assessment

For valid, reliable assessment of all units, competency should be consistently demonstrated over a period of time and observed by an educator/assessor. In order to achieve consistency of performance, evidence should be collected over a set period of time, which is sufficient to include dealings with an appropriate range and variety of situations.



Assessment Appeals Procedure

Students have the right to appeal any decision made by an assessor on a unit of competency. The student is to access the complaints and appeals form their unit coordinator or assessor. If the students are uncomfortable to ask, the forms are found in Suite 12 in the assessment folders located at the Administration desk within 5 days of the Not Yet Competent result. There is a meeting with a group of Assessors to discuss the results. When a decision is made, the student will receive the results in writing. If the student is not happy with the results, they can lodge an external complaint and appeals with ACPET at www.acpet.edu.au or on **1800 657 64**

Nominal hours per unit

All units in the Advanced Diploma of Management have a set nominal amount of hours which is a guide as to how long each unit should take to complete.

UOC Code	Unit of Competency Name	Approximate nominated hours
BSBINN601A	Manage organisational change	105
BSBMGT605B	Provide leadership across the organisation	105
BSBMGT616A	Develop and implement strategic plans	105
BSBMGT617A	Develop and implement a business plan	105
BSBFIM601A	Manage Finances	105
BSBINM601A	Manage knowledge and information	105
BSBMGT608B	Manage innovation and continuous improvement	105
BSBDIV601A	Develop and implement diversity policy	105
Total Qualification Weeks		42

Days of the week	AM Shifts	Breaks	PM Shifts	Maximum number of students per class
Advanced Diploma of Management BSB60407	Group 1			30
Monday and Tuesday	9:00 am -1.00pm	Break	2.00pm – 6.00pm	
Wednesday	9.00 am – 1.00pm			
Days of the week	Am Shifts	Breaks	PM Shifts	Maximum number of students per class
Advanced Diploma of Management BSB60407	Group 2			30
Wednesday			2.00pm – 6.00pm	
Thursday and Friday	9.00am – 1.00pm	Break	2.00pm – 6.00pm	



Unit of Competency	Method of Delivery and Assessment	Delivery mode
BSBINN601A – Manage organisational change	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBMGT605B - Provide leadership across the organisation	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBMGT616A - Develop and implement strategic plans	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBMGT617A - Develop and implement a business plan	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBFIM601A – Manage Finances	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBINM601A - Manage knowledge and information	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBMGT608B - Manage innovation and continuous improvement	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face
BSBDIV601A - Develop and implement diversity policy	Discussions/Lectures Class Activities (group work/role-play etc) Practical Class Activities (real life demonstration of skills) Work book Activities Chapter Assessments (theoretical and practical) Final Assessment (theory/practical)	Face to face