



Australian Government

Department of Education, Employment and Workplace Relations

BSB60407 Advanced Diploma of Management

Revision Number: 1

BSB60407 Advanced Diploma of Management

Modification History

Not applicable.

Description

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

- Area Manager
- Department Manager
- Regional Manager.
-

Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- 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.

Pathways from the qualification

After achieving this qualification candidates may choose to undertake studies at higher education level.

Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • consulting, questioning, clarifying and evaluating information • interpreting customer needs • negotiating budgets and plans and then re-developing as required to meet organisational needs • negotiating with internal and external stakeholders • utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required
Teamwork	<ul style="list-style-type: none"> • briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan • coordinating resources and developing systems to manage team and individual performance • defining performance measures and working collaboratively with team members • identifying performance gaps and taking remedial action for underperformance
Problem-solving	<ul style="list-style-type: none"> • assessing financial viability of new opportunities and matching organisational capability with market needs • collecting and analysing data • comparing and contrasting data • conducting situational analyses • developing and managing risk and contingency plans • developing strategies for improvement • performing cost benefit analyses, budgeting, assessing and managing risk
Initiative and enterprise	<ul style="list-style-type: none"> • evaluating and improving market performance • identifying strengths and opportunities within organisation's projected capabilities and resources
Planning and organising	<ul style="list-style-type: none"> • collecting, collating and analysing information using appropriate workplace business systems • developing customer acquisition and retention strategies • developing systems that are flexible and responsive to changing circumstances • evaluating processes and making changes as required

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> • planning and managing resource acquisition and deployment within budgetary constraints • planning for contingencies
Self-management	<ul style="list-style-type: none"> • applying discretion and judgement within complex environments • managing own time and performance • using judgement in planning and in the selection and allocation of resources • working within organisational policies and procedures and legislative requirements
Learning	<ul style="list-style-type: none"> • coaching and mentoring others to acquire new knowledge and skills • providing learning and development opportunities
Technology	<ul style="list-style-type: none"> • creating presentations using a range of media • using computerised systems, software and telecommunication devices • using technology to assist with the management of information and to assist the planning process • using technology to record and generate ideas

Packaging Rules

Packaging Rules

Total number of units = 8

3 core units plus

5 elective units

3 elective units must be selected from the elective units listed below.

The remaining **2 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **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.

Core Units**Innovation**

BSBINN601B 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

Intellectual Property

BSBIPR601A Develop and implement strategies for intellectual property management

Management

BSBMGT608C 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

Recordkeeping

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

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Executive Director

3 core units plus

5 elective units

- BSBDIV601A Develop and implement diversity policy
- BSBINM601A Manage knowledge and information
- BSBMGT608C Manage innovation and continuous improvement
- BSBRISK501A Manage risk
- PSPGOV602B Establish and maintain strategic networks

Unit Grid

BSBCOM603B Plan and establish compliance management systems
 BSBDIV601A Develop and implement diversity policy
 BSBFIM601A Manage finances
 BSBINM601A Manage knowledge and information
 BSBINN601B Manage organisational change
 BSBIPR601A Develop and implement strategies for intellectual property management
 BSBMGT605B Provide leadership across the organisation
 BSBMGT608C Manage innovation and continuous improvement
 BSBMGT616A Develop and implement strategic plans
 BSBMGT617A Develop and implement a business plan
 BSBMKG609A Develop a marketing plan
 BSBOHS601B Develop a systematic approach to managing OHS
 BSBRKG601B Define recordkeeping framework
 BSBRISK501A Manage risk
 BSBSUS501A Develop workplace policy and procedures for sustainability
 PSPGOV602B Establish and maintain strategic networks
 PSPPROC602B Direct the management of contracts