

Course Information – International Students

Qualification Code and Title	BSB61015 Advanced Diploma of Leadership and Management
Provider	Decode College is a registered business name of Sydney Centre for Finance Studies Pty Ltd ACN 623 300 078 RTO number 45455 CRICOS number 03736B
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.
Entry Requirements	International students must be at least 18 years of age and must have completed at least the equivalent of Year 12. Decode College has the following entry requirements: International students must: • Be at least 18 years of age. • Have successfully completed the BSB51915 Diploma of Leadership and Management or equivalent or any other relevant Diploma level qualification. • Have an IELTS score of 5.5 or equivalent (test results must be no more than 3 years old). • Participate in a course entry interview to determine suitability for the course.
Course Duration	This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over 4 terms of 10 weeks and 12 weeks of holidays. Holidays are 2 weeks at the end of each of the first three terms of the year and 6 weeks at the end of term 4. (The 6 weeks holiday will include Christmas, New Year, and summer holidays). Class sessions are planned to ensure that students have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally workplace practices and environments are simulated and used to conduct skills based assessments in accordance with unit requirements. The timing for this course will be advised in the Letter of Offer. Decode College offers morning, and afternoon classes from Monday to Friday.
Delivery mode and	This course will be delivered face-to-face in a classroom-based setting and though structured

location	self-study, which includes the simulation of workplace-based environment. The course is delivered at: Suite 1A, 34 Macmahon Street Hurstville NSW 2220																																																
Career Outcomes	Students who complete this course may be able to seek employment in a range of senior management roles.																																																
Education Pathways	Students who complete this course may wish to further their study into a range of higher education qualifications in business and management.																																																
Course Structure	The BSB61015 Advanced Diploma of Leadership and Management requires the successful completion of four (4) core units and eight (8) elective units. Electives for this qualification have been chosen by Decode College to ensure that students achieve a broad range of skills and knowledge in business. The course structure is as follows: <table><tr><th colspan="3">Term 1</th></tr><tr><td>BSBMKG608</td><td>Develop organisational marketing objectives</td><td>Elective</td></tr><tr><td>BSBFIM601</td><td>Manage finances</td><td>Core</td></tr><tr><td>BSBMKG609</td><td>Develop a marketing plan</td><td>Elective</td></tr><tr><th colspan="3">Term 2</th></tr><tr><td>BSBWHS605</td><td>Develop, implement and maintain WHS management systems</td><td>Elective</td></tr><tr><td>BSBHRM602</td><td>Manage human resources strategic planning</td><td>Elective</td></tr><tr><td>BSBMGT605</td><td>Provide leadership across the organisation</td><td>Core</td></tr><tr><th colspan="3">Term 3</th></tr><tr><td>BSBMGT616</td><td>Develop and implement strategic plans</td><td>Elective</td></tr><tr><td>BSBMGT615</td><td>Contribute to organisation development</td><td>Elective</td></tr><tr><td>BSBMGT608</td><td>Manage innovation and continuous improvement</td><td>Elective</td></tr><tr><th colspan="3">Term 4</th></tr><tr><td>BSBMGT617</td><td>Develop and implement a business plan</td><td>Core</td></tr><tr><td>BSBDIV601</td><td>Develop and implement diversity policy</td><td>Elective</td></tr><tr><td>BSBINN601</td><td>Lead and manage organisational change</td><td>Core</td></tr></table>	Term 1			BSBMKG608	Develop organisational marketing objectives	Elective	BSBFIM601	Manage finances	Core	BSBMKG609	Develop a marketing plan	Elective	Term 2			BSBWHS605	Develop, implement and maintain WHS management systems	Elective	BSBHRM602	Manage human resources strategic planning	Elective	BSBMGT605	Provide leadership across the organisation	Core	Term 3			BSBMGT616	Develop and implement strategic plans	Elective	BSBMGT615	Contribute to organisation development	Elective	BSBMGT608	Manage innovation and continuous improvement	Elective	Term 4			BSBMGT617	Develop and implement a business plan	Core	BSBDIV601	Develop and implement diversity policy	Elective	BSBINN601	Lead and manage organisational change	Core
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Course progress	Note that for international students satisfactory course progress is required in order to meet visa requirements. More information can be found in the International Student Handbook that also includes information on the specific support that is available to international students. Students who are identified as being at risk of not meeting course progress requirements will be provided with additional support as recorded in an intervention strategy. The student handbook can be found online at www.decode.nsw.edu.au .																																																
Enrolment and Orientation	Upon acceptance of a student's application for enrolment, a letter of offer, as well as a written agreement and tax invoice for remaining fees, will be forwarded to students. Students must read through all provided information as it will provide all necessary information about the course of study. A Confirmation of Enrolment (CoE) letter will be issued once the signed																																																

	acceptance of the offer and written agreement are received. The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements. This course outline should be read in conjunction with Decode College Student Handbook. This can be found online at www.decode.nsw.edu.au.												
Additional Support	All students will be provided with a range of learning support options and resources to help them achieve competency. This includes: • Academic and personal support. • Referral to external support services.												
Training Arrangements	Students are required to attend classes for 14 hours a week (2 days) and complete 6 hours of structured self-study per week in addition to homework and assignment/assessment preparation. Timetable information will be provided in the student's Letter of Offer and Student Agreement.												
Assessment Arrangements	Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including: • Projects • Presentations • Report writing • Observations • Questioning (oral or written) At the beginning of each unit, trainers will outline the assessment tasks that must be completed.												
Course Costs:	The costs for this course are as follows: Enrolment fee: \$200 (non-refundable to be paid upon signing of Letter of Offer) Materials fee: \$300 (non-refundable and is calculated at \$75 per term) Course fees: Total cost is \$10,000 Non-Tuition fees: May apply and can be found at www.decode.nsw.edu.au. A detailed payment plan and payment arrangements are provided in the letter of offer and written agreement. Course fees do not include computer software or textbooks which are to be purchased at the student's own cost. Non-payment of course fees may result in cancellation of enrolment. <table><tr><th>Name of Publication</th><th>Approx. Price</th><th>Publisher</th></tr><tr><td>Management Theory and Practice, 6th Edition, Kris Cole</td><td>\$ To be added at the time of publication to ensure currency</td><td>Cengage Learning www.cengage.com.au</td></tr><tr><td>Marketing Principles, 2nd Edition, William Pride</td><td>\$ To be added at the time of publication to ensure currency</td><td>Cengage Learning www.cengage.com.au</td></tr><tr><td>Organisational Change: Development and Transformation 6th Edition Dianne</td><td>\$ To be added at the time of</td><td>Cengage Learning</td></tr></table>	Name of Publication	Approx. Price	Publisher	Management Theory and Practice , 6 th Edition, Kris Cole	\$ To be added at the time of publication to ensure currency	Cengage Learning www.cengage.com.au	Marketing Principles , 2 nd Edition, William Pride	\$ To be added at the time of publication to ensure currency	Cengage Learning www.cengage.com.au	Organisational Change: Development and Transformation 6 th Edition Dianne	\$ To be added at the time of	Cengage Learning
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	Human Resource Management 9 th Edition, Marion Baird	\$ To be added at the time of publication to ensure currency	Cengage Learning www.cengage.com.au
	Student Workbook BSBFIM601 Manage finances	\$ To be added at the time of publication to ensure currency	Australian Training Products https://australiantrainingproducts.com.au/
	Business Plan Guide (Australian Government)	Free of charge	Available through www.business.gov.au
	These textbooks may be purchased by students through Cengage Learning or any other bookshops or online providers that offer these publications. Students must also supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, PowerPoint & Publisher. International students are also required to take out Overseas Health Insurance Cover before arriving in Australia. Decode College provides details of OSHC providers in the International Student Handbook. Additional costs associated with living in Australia are outlined in the International Student Handbook. Students should carefully review these costs in relation to budgeting. Further information can be found at https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs.		
Course Credit	Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.decode.nsw.edu.au. For international students, the granting of course credit may affect course fees as well as the duration of the course. The result of an application for credit and any changes to fees or course duration will be advised to students in writing. If course credit is granted following issuance of the Confirmation of Enrolment, students will receive a new Confirmation of Enrolment showing a reduced duration. For any questions about course credit, contact us at the details shown below.		
Selection and enrolment procedures	To enroll for this course an enrolment form must be completed. which can be emailed or posted to students or downloaded from our website. The enrolment form should be completed and then sent to us along with all of the required documentation. For more information about our selection and enrolment processes, contact us at the details shown below.		
Contact Details	Call our office on (02) 9580 4634 or email us at info@decode.nsw.edu.au .		