ADVANCED DIPLOMA OF MANAGEMENT (BSB60407)

The Advanced Diploma of Management is ideal for those looking to take their career to the next level, and is designed for managers who are either currently in, or progressing towards a strategic leadership role with managerial responsibilities on a daily basis.

The Advanced Diploma of Management is focused on developing your ability to respond to emerging business opportunities, manage organisational change, as well as creating and implementing comprehensive strategic plans.

- Develop the entrepreneurial skills needed for success in today’s competitive world
- Learn to create and implement strategic and business plans
- Gain knowledge of financial and information management processes
- Excellent pathway to university with possible credits when packaged with Certificate IV Business and Diploma of Business.

Career Outcomes
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. Relevant Job roles include: Area Manager, Department Manager, Regional Manager.

Course Structure
This course is delivered online over a period of 40 weeks.

Entry Requirements
Applicants will need to show they meet one of the following entry criteria:
- Completion of a relevant diploma e.g. Diploma of Business; OR
- Substantial relevant work experience. Applicants should have at least two years of relevant work experience and provide at least two business referees to verify employment and the tasks undertaken. Martin College will determine eligibility from this information.

Recognition of Prior Learning (RPL)
If you have studied previously or have work experience that relates directly to your course, you may be exempt from a component/s of your course through recognition of prior learning (RPL). If you think you may be eligible for RPL you should first familiarise yourself with the Course Credit Policy and Procedure (Recognition of Prior Learning) and complete an Application to apply for RPL assessment.

"I have found every aspect of dealing with Upskilled to be extremely professional. Upskilled offered a prompt, friendly, and efficient service”
Sharon Lamb, Administration Officer
GOSFORD CITY COUNCIL

Excellent pathway to university with possible credits when packaged with Certificate IV Business and Diploma of Business
Online Learning Features
Online Learning is unique because it encompasses electronically supported learning and teaching methods.

Study when it suits you - with no set class timetable you can study when and where you want, tailoring your education to suit your lifestyle, family and any paid work commitments.

Personal support - you'll be guided through your studies with an interactive and web-based educational experience. You get the same high level of support as an on-campus student, maximising your chances of success.

Structured learning - regular timed intakes means you can look forward to a structured learning environment - this ensures continuous progression with all the benefits of flexible Online Learning.

Full access to course materials & resources - get full access to detailed course materials, student email, forums, live chat, recorded lectures, quizzes and assessments, links to external resources materials and videos.

Course Outline
The Advanced Diploma of Management consists of 8 Units of Competency, as identified in the Business Services Training Package. All units must be successfully completed to attain the Diploma. Below is an outline of the subjects included. For a full breakdown of all Units of Competency please contact our Education Managers.

<table>
<thead>
<tr>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Change</td>
</tr>
<tr>
<td>Organisational Leadership</td>
</tr>
<tr>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>Marketing Objectives</td>
</tr>
<tr>
<td>Develop a Marketing Plan</td>
</tr>
<tr>
<td>WHS Management Systems</td>
</tr>
<tr>
<td>Manage Finances</td>
</tr>
<tr>
<td>Strategic Management</td>
</tr>
</tbody>
</table>

Course Fees and Payment Options
The advanced diploma has a total course fee of $9,960. VET FEE-HELP is available for this course allowing you to study now, pay later. For further details on VET FEE-HELP and for the full fee schedule please visit [www.upskilled.edu.au/vet-fee-help](http://www.upskilled.edu.au/vet-fee-help).

How to Apply
Whether you're inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 80 nationally accredited certificate and diploma courses
- Complete an application form at [www.upskilled.edu.au](http://www.upskilled.edu.au)
- Submit the form and an Upskilled Education Manager will contact you.

Other Related Qualifications
1. Diploma of Management
2. Advanced Diploma of Marketing
3. Advanced Diploma of Business