



Hamro Institute of  
Business Technology

# Hamro Institute of Business Technology Pty Ltd (trading as Hamro College)

## Advanced Diploma of Leadership and Management

**National code:** BSB61015; **CRICOS code:** 093880D

### Description:

This course has been designed to reflect the role of individuals with substantial experience in a range of settings and who are seeking to further develop their advanced level of leadership and management skills across a wide range of business functions. This qualification is suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop advanced level of leadership and management skills in order to create further educational and employment opportunities.

### Entry requirements:

#### English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent; results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**
- iii) to successfully complete Hamro College's language and numeracy test conducted in Hamro College campus (for onshore international students from Level 1 and 2 countries only)

#### Academic requirements:

For entry into the Advanced Diploma level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 12 or Diploma or higher. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

#### Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the ESOS Act and National Code. In case of domestic students, if the applicant has not completed Year 12 or Certificate IV or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

**Address:** Level 2, 133-135 Oxford St.  
Bondi Junction NSW 2022  
**Ph** +61 2 8065 2990

**ABN:** 49 151 579 341; RTO 40706  
**CRICOS** 03360G



## Course structure:

The course is delivered in 78 weeks (six terms), including 18 weeks of term breaks and holidays. Students will need to complete 12 units (4 core and 8 elective) of competency to attain the qualification.

Core	
BSBFIM601	Manage finances
BSBINN601	Lead and manage organizational change
BSBMGT605	Provide leadership across the organization
BSBMGT617	Develop and implement a business plan
Elective	
BSBMKG609	Develop a marketing plan
BSBCUS501	Develop workplace policy and procedures for sustainability
BSBMGT616	Develop and implement strategic plans
BSBDIV601	Develop and implement diversity policy
BSBHRM602	Manage human resources strategic planning
BSBHRM604	Manage employee relations
BSBMGT608	Manage innovation and continuous improvement
BSBMGT615	Contribute to organizational development



## **Career prospects/ vocational outcomes:**

This qualification reflects the role of individuals who apply specialised knowledge and skills and a broad knowledge base in a wide variety of contexts, together with experience in leadership and management, across a range of enterprise and industry contexts. They use initiative and judgement to identify, analyse and synthesize information from a variety of sources, and plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters

They apply high-level solutions to a range of unpredictable problems, and analyse and evaluate information from a variety of sources. They provide high-level leadership and guidance to others within and outside organization.

## **Preferred pathways for the qualification:**

- Diploma in Business or Leadership Management or other relevant qualification/s
- Providing evidence of competency in units required for any Certificate IV level qualification/s
- With vocational experience in a range of work environments in support roles but without qualification

After achieving this qualification candidate may undertake Bachelor degree in any University.

## **Course delivery:**

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment and five hours of on-line delivery. Delivery of this qualification will combine theory-based material and practical sessions and independent learning, involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. Upon successful completion of this course, students will receive a nationally recognized Advanced Diploma of Leadership and Management (BSB61015).

## **Assessments:**

The theoretical components of each unit of competency are class room based, face-to-face training led whilst the practical components are delivered through observation and practical demonstration. Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Workbook/written questions answers/practicals
- Case study/research report
- Projects/written assignments
- Presentations/role plays



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**Course fees:** Total Course Fee: A\$15000

*Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.*

Note: It is a requirement that a student must have OSHC cover for the duration of their VISA.

**Delivery site:**

Level 2, 133-135 Oxford St, Bondi Junction, NSW 2022, Australia

**ESOS framework:**

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian education institutions. For further information on the ESOS Act and the National Code, please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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