



Course Brochure – BSB80615 Graduate Diploma of Management (Learning)

This brochure provides all the information you need to know about enrolling in the BSB80615 Graduate Diploma of Management (Learning).

Course details		
Provider Name	Excel College Australia	
RTO Code	45200	
CRICOS Code	03862G	
CRICOS Course Code	102759D	
Location of course	Levels 3C, 40 Raymond Street Bankstown NSW 2200	
Delivery mode	Face to face and distance	
Duration	52 weeks, including 40 study weeks and 12 weeks of holidays.	
Study load	15 hours a week in the classroom and 5 hours of structured self-study	

Overview of course

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas. They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.

<https://training.gov.au/Training/Details/BSB80615>

Who should apply for this course and why?

This course is targeted at international students who are:

- Seeking to pursue a career in learning and capability development
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are as a Leader or Manager in organisations where learning is used to build organisational capability in a range of industry areas. Further education pathways may include higher education qualifications in organisational learning and development.

What can I expect?

Units

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title	Core/elective
BSBINN801	Lead innovative thinking and practice	Core
BSBRES801	Initiate and lead applied research	Core
BSBLDR803	Develop and cultivate collaborative partnerships and relationships	Elective
BSBINN601	Lead and manage organisational change	Elective
BSBLDR801	Lead personal and strategic transformation	Elective
BSBLED802	Lead learning strategy implementation	Elective
BSBLED806	Plan and implement a coaching strategy	Elective
BSBLED805	Plan and implement a mentoring program	Elective

Training and assessment information

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study.

You are required to attend classes for 15 hours, as well as complete 5 hours of structured self-study per week for 40 study weeks (4 terms of 10 weeks each). Holidays are three weeks per term.

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

For the self-study, you will be provided with a self-study guide which includes activities which you must complete and hand into your trainer and assessor each week.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Textbooks are also available onsite for you to use and borrow if you wish.

Course progress and attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student support

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- a buddy program
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

MacOS:

	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software	Associated costs	
Office 365	\$129 annually	https://products.office.com/en-au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

Course credit

You can 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.excelcollegeaustralia.edu.au

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

What are the entry requirements?

Excel College Australia has the following entry requirements:

You must:

- be at least 18 years of age.
- participate in a course entry interview to determine suitability for the course and student needs
- have completed the BSB51918 Diploma of Leadership and Management.
- have an IELTS* score of 6.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - educated for 5 years in an English speaking country; or
 - successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

How much does it cost?

The costs for this course are as follows:

Enrolment and materials fee	AUD \$250 Enrolment Fee (non-refundable to be paid on enrolment) AUD \$50/term Material Fee
Tuition fees	AUD \$12,000
Non-tuition fees	May apply and can be found in our International Student Handbook on our www.excelcollegeaustralia.edu.au

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. We provide details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You 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>.

How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- BSB51918 Diploma of Leadership and Management
- proof of English language proficiency as specified in the entry requirements.

Where to from here?

If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

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 our International Student Handbook. This can be found online at www.excelcollegeaustralia.edu.au