

Course Outline

BSB80120 Graduate Diploma of Management (Learning)

CRICOS Course Code: 113410J



KINGSWAY COLLEGE



NATIONALLY RECOGNISED
TRAINING

Qualification Code and Title	BSB80120 Graduate Diploma of Management (Learning)
Training Product Status	V1.0 Current as of 19th October 2020
Purpose	<p>This qualification reflects the role 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.</p> <p>This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.</p>
Delivery Method	Face-to-Face
Location	G08 & G09, 22 St Kilda Road, St Kilda VIC 3182
Course Duration	1.5 years/ up to 78 weeks total (60 classroom weeks plus up to 18 weeks of holidays)
Career Outcomes	<p>Once you have successfully completed the BSB80120 Graduate Diploma of Management (Learning) you can apply for senior management level jobs, such as:</p> <ul style="list-style-type: none"> • Senior Learning & Development roles • Education Management roles • Senior Human Resource Training roles • Training Management roles • University Management • RTO Manager • Career Development Manager
Education Pathways	<p>The further study pathways available to students who undertake this qualification include:</p> <ul style="list-style-type: none"> • A related Masters degree (subject to university entry requirements which may differ).
Pre-requisites	There are no pre-requisites for this qualification or any of the units of competency contained within it

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Entry Requirements

Entry to this qualification is limited to those who are able to provide evidence that they have either:

- Completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher, or
- Completed two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

This course is also only available to students who are able to provide evidence that they:

- have completed year 12 or equivalent
- are over the age of 18
- meet ONE the following English proficiency requirements of this course:
 - evidence of holding any of the following English language test scores within the last 3 years.

Test Type	Score or level
International English Language Testing System	6.0
TOEFL internet-based test	79
Cambridge English: Advanced (Certificate in Advanced English)	169
Pearson Test of English Academic (PTE Academic)	52
Occupational English Test	C for each test component

OR

- be able to provide any of the following evidence of English Language competence
 - that they were educated for 7 years in an English-speaking country.
 - that they have successfully completed Diploma AQF qualification or equivalent in English Language.
 - Tertiary studies (including vocational education or higher education) of at least one year duration completed in English.
- have the required level of Language, Learning and Numeracy skills required by the course by
 - completing a Language, Literacy and Numeracy (LLN) assessment conducted by an Kingsway College Trainer/Assessor which includes a written test and interview to complete the verbal component of the test. For international students applying from their home country this will be completed during a skype interview. For all students applying within Australia the test will be completed during an interview at the RTO.
 - The LLN test also assists Kingsway College to assess whether or not students' LLN skills are at a level suited to the course requirements. It also assists our trainers to prepare individual learning plans for each successful applicant where skill weaknesses are identified.

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Units of Competency		
BSB80120 Graduate Diploma of Management (Learning) requires the completion of the following 8 units (including 3 core and 5 electives).		
Code	Unit title	Type
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBSTR801	Lead innovative thinking and practice	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective
BSBHRM611	Contribute to organisational performance development	Elective
BSBSUS601	Lead corporate social responsibility	Elective
BSBMKG621	Develop organisational marketing strategy	Elective
Intakes Dates	Intake Commencement	Intake Completion
	31 July 2023	26 January 2025
	11 September 2023	9 March 2025
	20 November 2023	18 May 2025
	5 February 2024	3 August 2025
	8 April 2024	5 October 2025
Holiday Periods	<p>There is no training and assessment scheduled during the following holiday periods:</p> <ul style="list-style-type: none"> • 4 September 2023 - 10 September 2023 • 13 November 2023 - 19 November 2023 • 25 December 2023 - 7 January 2024 • 29 January 2024 - 4 February 2024 • 1 April 2024 - 7 April 2024 • 3 June 2024 - 9 June 2024 • 5 August 2024 - 11 August 2024 • 23 September 2024 - 29 September 2024 • 25 November 2024 - 1 December 2024 • 23 December 2024 - 5 January 2025 • 20 January 2025 - 26 January 2025 <p>There are no classes on public holidays.</p>	
Training Arrangements	<p>The course includes a classroom component, off-campus study components.</p> <p>Orientation</p> <p>The first week will include an orientation session that will cover the following:</p> <ul style="list-style-type: none"> • Details about living in Australia such as transport, city orientation and currency • How to access support services provided by us. • External support services available such as legal, emergency, health and wellbeing • Nearby amenities to assist with learning such as libraries 	

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- Student Code of Conduct
- Complaints and Appeals policy and procedure
- Critical Incident policy and procedure
- Privacy
- Introduction to course requirements
- Course progress and attendance requirements and impact on VISA requirements.

Classroom training

The course will be delivered in the classroom using PowerPoints and Session Plans provided by Eduworks Resources. Classroom training provides students with the opportunity to share ideas, discuss and explore unit concepts, ask questions, and consolidate their learning from self-study during class times.

Class sessions are planned to ensure students participate in individual and group learning and cater for a wide variety of learning styles.

There are 20 hours of scheduled class each week. Terms are arranged in blocks of 10 weeks and there are 12 weeks of holidays scheduled each year, as communicated to students prior to enrolment via the Course Outline. Refer to the timetable section of this document for specific information about shifts, intake dates and holidays.

Self-study / Homework

Students will be required to complete up to 10 hours of self-study per week which will include reading, consolidating their knowledge and working on assessment tasks.

Students will be provided with Learner Guides containing homework tasks for each unit of competency with recommended readings and links to additional information such as website links and links to videos to further develop their understanding of course content.

Students will be required to discuss their homework findings with their trainer/assessor and/or other students in class where trainers/assessors can monitor the self-study students are completing outside of class hours.

Additional Support

All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an *Individual Support Plan* will be developed which may include:

- Mentoring from trainers
- Additional classes, tutorials and workshops
- Online support and exercises for some courses
- Computer and technology support
- Referral to external support services
- Reasonable adjustment to assessments

Kingsway College will provide additional support for any students experiencing:

- Disability and access issues;
- Language barriers;
- Language, literacy and numeracy issues;
- Employment issues; and/or
- Any other issues that may affect their ability to achieve their training goals.

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required. Up to an additional 5 hours of support is provided to students each week as needed.

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Course Progress Requirements	<p>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.</p> <p>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. Students are also required to maintain satisfactory attendance to meet their visa requirements.</p>
Assessment Arrangements	<p>Assessment will be conducted individually. You will be provided with a Student Assessment Booklet for each unit of competency which includes:</p> <ul style="list-style-type: none"> • A full description of all assessment tasks for the unit of competency • Assessment instructions for each unit of competency • Assessment resources for each unit of competency • Details about when assessment will occur • Details about assessment submission <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> • Written questions • Projects • Case studies • Role Plays • Research • Reports • Presentations <p>You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit.</p>
Course Credit	<p>Kingsway College can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to your Student Handbook for more information on Course Credit.</p>
Recognition of Prior Learning (RPL)	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Kingsway College has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.</p> <p>During the entry process and interview stage Kingsway College will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>*Please refer to your Student Handbook for more information on RPL.</p>
Costs	<p>Total Course Fees \$10,500</p> <p>Students can choose to pay the total tuition fees via payment plan or with an optional upfront payment.</p>

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	<p>Payment Plan</p> <ul style="list-style-type: none">• \$1,750 payable prior to commencement of each term <p>Other Fees:</p> <ul style="list-style-type: none">• Enrolment fee: \$200 (non-refundable)• Material fee: \$300 <p>RPL Costs:</p> <ul style="list-style-type: none">• Application Fee - \$250• Charge per unit of competency - \$900 <p>Total course fees may be reduced to account for the number of units undertaken via RPL or where Course Credit has been granted.</p> <p>Nationally Recognised Training does not incur GST.</p> <p>Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</p> <p>*Please refer to your Student Handbook for our Fees and Refunds Policy.</p>
Inclusions	<p>Unless otherwise specified, course fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional charges apply if students require:</p> <ul style="list-style-type: none">• Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$50 per document plus the cost of postage if required• Additional copies of text books or any other learning and assessment. A fee of \$100 per text book or \$20 per printed document applies if required.• Printing costs as may be required to complete assessments or homework activities, or if students require a copy of any records that Kingsway College holds about them. Kingsway College provides printing or copying for a cost of 20c per page, however students may use their own or other printing facilities.• Where a student fails to achieve a satisfactory outcome after three attempts at an assessment task, the student will need to re-enrol into the unit or units in question and will be charged a pro-rata course fee based on the number of units required to be undertaken. For this course the fee is \$500 per unit of competency. <p>Other costs (not included) to be aware of:</p> <ul style="list-style-type: none">• A personal laptop is recommended for use in class and for homework activities.• Stationery including paper and pens• USB or other portable storage device (recommended for saving files)• Internet access required to complete homework activities
Selection Process	<p>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Kingsway College is able to meet your individual needs. The assessment includes a written test and an interview to complete the verbal component of the test.</p> <p>If you do not achieve the required level in your LLN assessment Kingsway College will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>
Education Agents	<p>Kingsway College uses education agents to assist us in recruiting students. We have agreements with all of our Education Agents that ensure that all agents act in an ethical and honest manner, in the best interests of our key target group, international students, and to ensure that the reputation of the</p>

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	Australian international education sector is upheld. A list of the education agents with whom we have an agreement is included on our website.
How to apply	<p>If you would like to enrol into the BSB80120 Graduate Diploma of Management (Learning) please contact our office to obtain an Enrolment Form.</p> <p>If you are transferring from another provider, please ensure you have a letter of release so that Kingsway College can issue you with a new Confirmation of Enrolment (COE) letter.</p> <p>Phone: 03 9240 5072</p> <p>Email: info@kingswaycollege.vic.edu.au</p> <p>Please fill out all sections in the Student Enrolment Form and return to:</p> <p>Post: G08 & G09, 22 St Kilda Road, St Kilda VIC 3182</p> <p>Once we receive your completed forms we will contact you to arrange an entry interview.</p>

If you would like to discuss this course in more detail, please call us for a confidential discussion on 03 9240 5072.

This course outline should be read in conjunction with Kingsway College's Student Handbook.