



**RICHMOND SCHOOL OF BUSINESS**

## **Course Brochure**

**BSB80515 – Graduate Certificate of Management  
(Learning)**

## Course Brochure

# BSB80515 – Graduate Certificate of Management (Learning)

### Course Overview

We recommend that Richmond School of Business (RSB) BSB80515 – Graduate Certificate of Management (Learning) to professionals who are looking to further develop their knowledge and skills. They might undertake this course with aim to achieve success in areas such as professional development, sustainability practices, employee selection and business risks.

This qualification reflects the roles of individuals who apply substantial specialised skills and knowledge in the field of learning and capability development. In these roles they make significant high-level independent judgements in major planning, design, operational and management functions within highly varied or specialised contexts. The qualification may also relate to professionals or managers in registered training organisations (RTOs) seeking to advance organisational learning and capability.

BSB80515 – Graduate Certificate of Management (Learning) course is designed to provide students with necessary skills to perform the roles as Supervisor, Team Leader or Middle Management in Business/Administration environments. Students who undertake this qualification will gain the skills and knowledge necessary for a business environment, explaining how they contribute to organisational objectives and teach skills needed to work within these functions.

### Learner Support

Each BSB80515 – Graduate Certificate of Management (Learning) must complete a Language, Literacy and Numeracy (LLN) Test. Upon reviewing the results of LLN Test, RSB will determine if support services and reasonable adjustments are required for any student.

Reasonable adjustment options are available to accommodate students who have non-standard learning needs. Any reasonable adjustments that are made to BSB80515 – Graduate Certificate of Management (Learning) training materials and/or assessments will be recorded in the student's training plan and file.

Prospective students who require additional support services offered by RSB will need to verify that these support options are available before enrolment by calling RSB on +61 2 8844 1000.

### Who Should Undertake BSB80515 – Graduate Certificate of Management (Learning)?

This qualification is aimed at students who would like to enhance their skills and knowledge to create further educational and employment opportunities for themselves.

RSB identifies the following two distinct groups of potential learners for this course.

- Training and Development Professionals

#### Richmond School of Business

Level 2, 207 Church Street, PARRAMATTA NSW 2150 Ph: +61 2 8844 1000

ABN: 98 620 121 593 RTO ID:45432 | CRICOS Code: 03717E

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- Senior Administrator
- Senior Executive

<b>General Course Information</b>	
<b>Mode of Delivery</b>	Face to face
<b>Duration</b>	.5 Year (26 Weeks) (fulltime)
<b>Training Method</b>	Trainer & Assessor led, face-to-face in a classroom setting combined with in-class experiential activities.
<b>Assessment Method</b>	Theoretical Questions, Projects, Case Studies, Role-plays, Presentations, Portfolio of Evidence
<b>Target Students</b>	This qualification is aimed at students who would like to enhance their skills and knowledge to create further educational and employment opportunities for themselves.
<b>Contact time</b>	Classroom based – 20 hours per week.
<b>Delivery Location</b>	Level 2, 197-207 Church Street, PARRAMATTA NSW 2150

<b>Course Details</b>		
<b>Units of Competency</b>	<b>Unit</b>	<b>Core / Elective</b>
	BSBINN601 Lead and manage organisational change	E
	BSBLDR801 Lead personal and strategic transformation	C
	BSBLED802 Lead learning strategy implementation	C
	BSBLDR803 Develop and cultivate collaborative partnerships and relationships	E

<b>Packaging Rules</b>	<p>There are 2 core units for this qualification.</p> <p><b>2 elective units must be selected, of which:</b></p> <ul style="list-style-type: none"> <li>• 1 elective unit must be selected from Group A elective units</li> <li>• 1 further elective unit may be selected from Group A or Group B or from any currently endorsed Training Package or accredited course at Advanced Diploma or above.</li> </ul> <p>Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.</p>	
<b>Pre-requisite requirements</b>	There are no pre-requisites or entry requirements for this qualification in the training package.	
<b>Licensing, Legislative, Regulatory or Certification Considerations</b>	No licensing, legislative or certification requirements apply to this qualification at the time of publication.	
<b>Fees</b>	<p><b>Enrolment Fee (non-refundable): \$250</b></p> <p><b>Tuition Fee: \$9,500</b></p> <p><b>Material Fee: \$ 250</b></p>	
<b>CRICOS Course Code:</b>	102742B	

### Course Assessment Requirements and Overview

Each unit of competency in BSB80515 – Graduate Certificate of Management (Learning) comprises of assessment tasks such as Theoretical Questions, Projects, Case Studies, Role-plays, Presentations, Portfolio of Evidence must be completed in full before being submitted for marking. Assessments for qualifications are competency based, which means students are assessed against the unit of competency (unit) requirements.

Once a student receives a satisfactory result for all required assessment tasks a Competent (C) outcome will be awarded for the entire unit. The student must demonstrate their understanding of all competency standards in each unit before receiving a competent outcome.

Students have three (3) attempts to demonstrate competency, otherwise a unit re-enrolment fee applies (please see fee schedule contained in the International Student Fees and Refund Policy and Procedure.

### Learner Resources

RSB provides BSB80515 – Graduate Certificate of Management (Learning) students with access to a wide range of learning resources including Learner's Guide or Student Workbook, access to 'Handout' folders in the Student online portal, which contains handouts under each of the unit's assessment resources. Some of those resources have been developed in-house whereas most learning resources have been purchased from reputable resource providers available in the market. All students have the opportunity to obtain the hard copies of available resources, should they desire.

### **Course Entry Requirements**

RSB will provide BSB80515 – Graduate Certificate of Management (Learning) program to students who have industry experience, with or without a qualification, and to those who wish to obtain a management qualification for employment purposes. However, students must:

- Be at least 18 years of age;
- Have successfully completed the BSB61015 Advanced Diploma of Leadership and Management (or equivalent) or a bachelor degree (or equivalent);
- Participate in a course entry interview to determine suitability for the course and student needs (if required);
- People of mature age (over 21) who have not completed Year 12 will be considered for enrolment in this course. Their eligibility will be assessed on a case by case basis considering their work experience and aptitude.

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements.

International students must:

- Have a valid IELTS\* score of 5.5 or equivalent. English language competence can also be demonstrated through documented evidence of any of the following:
- Studied for 5 years in an English-speaking country; or
- Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
- Successful completion of an English Placement Test.

Note:

Other English language tests such as PTE and TOEFL will be accepted. Students are required to provide their results of other English language tests for confirmation of their equivalence to IELTS 5.5.

Students must show certified proof of their proficiency or proof of having passed an appropriate English Language Test within the last two years.

### **Technology Literacy Requirements**

All students entering BSB80515 – Graduate Certificate of Management (Learning) are expected to:

- Have the ability to produce and present high-level word-processed documents/reports of

several pages.

- Have the ability to obtain, interpret, evaluate and present information from a variety of sources (reading or the internet or via other assistive technology);
- Have the ability to analyse, research and provide statistical data based on specific business trends.

### **Language, Literacy and Numeracy**

The students will also be required to undertake an LLN test to identify if they will require additional learning support and if the identified level of additional support is within RSB capabilities to deliver. Based on the group of students that this course is designed for all are expected to have high- level of LLN capabilities.

### **Unique Student Identifier (USI)**

Each student entering BSB80515 – Graduate Certificate of Management (Learning) must provide their USI (Unique Student Identifier) before they are to commence their studies. For those who do not have a USI, may create one at: <https://www.usi.gov.au/students/create-your-usi>  
RSB will assist students to create their USI if required. Students must contact admin@rsb.edu.au or the RSB Reception Desk at +61 28844 1000 if they face any challenges with creating their USI.

### **Further Information**

For further information about RSB courses, Fees and Charges and Policy and Procedures, please refer to RSB website: <http://www.rsb.edu.au/forms-policies/>