



## COURSE SUMMARY

### COURSE REQUIREMENTS

Total number of units = 12 (4 core units plus 8 electives)

4 electives must be selected from the elective units listed in Elective units below. The remaining 4 electives may be selected from the Elective list below or from any currently endorsed Training Package or accredited course at Advanced Diploma level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of AQF alignment and contribute to a valid, industry-supported vocational outcome.

### QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals who apply knowledge and skills, together with experience in leadership and management across a range of enterprises and industry contexts. Individuals at this level use imitative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### UNITS OF COMPETENCY

#### CORE UNITS

BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan

#### GROUP A ELECTIVE UNITS (minimum 4 units required)

BSBINM601	Manage knowledge and information
BSBMGT608	Manage innovation and continuous improvement
BSBMGT616	Develop and implement strategic plans
BSBMKG609	Develop a marketing plan
BSBRKG601	Define recordkeeping framework
BSBRK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability

#### OTHER ELECTIVE UNITS (maximum 4 units)

BSBRKG603	Prepare a functional analysis for an organisation
BSBRKG604	Determine security and access rules and procedures
BSBRKG605	Determine records requirements to document a function
BSBRKG606	Design a records retention and disposal schedule
BSBRKG607	Document and monitor the record creating context
BSBRKG608	Plan management of records over time

## LICENSING/REGULATORY REQUIREMENTS

No licensing, legislative or certification requirements currently apply to this qualification.

## ENTRY REQUIREMENTS

There are no entry requirements or pre-requisites for enrolment into this qualification.

## DELIVERY OPTIONS

The course delivery is distance based, a number of additional delivery options may be available and include; online; one on one tutorials; group tutorials; face to face courses and workplace delivery. Relevancy Pty Ltd will outline delivery options available to you at the time of enquiry.

## ENROLMENT

Enrolment and commencement can be made at any time, you are not tied to semesters and the course is totally self-paced.

## UNIT CREDITS

If you hold another accredited vocational qualification/s that is recent and relevant to record-keeping or business some unit credits may be available. Relevancy Pty Ltd will confirm credits on submission of transcript of units undertaken.

## COURSE FEES

The course fees will be determined by method of delivery and any credits available. Relevancy Pty Ltd will confirm full course fees prior to the commencement of course and outline payment options. No additional course fees will be imposed once enrolment is made.

## ENQUIRIES

Relevancy Pty Ltd has entered into a 3rd party agreement with **McMillan Staff Developments (McMillan), Registered Training Organisation Code 88187**. McMillan offer this qualification that Relevancy Pty Ltd deliver and assess on their behalf.

For more information about training with McMillan [www.mcmillan.net.au](http://www.mcmillan.net.au) or contact the Director, Ben McMillan on 02 62300266

Or for specific enquiries about this course contact Relevancy Pty Ltd at [info@relevancy.com.au](mailto:info@relevancy.com.au)

# mcmillan

