



# The Canberra Training School Pty Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY

| COURSE INFORMATION                            |   |
|---|---|
| <b>RTO Name</b>                               | Canberra Business and Technology College (CBTC)   |
| <b>RTO Code</b>                               | 40882   |
| <b>CRICOS Code</b>                            | 03465J  |
| <b>Training package</b>                       | BSB Business Services Training Package  |
| <b>Qualification</b>                          | <b>BSB80615 - Graduate Diploma of Management (Learning)</b>   |
| <b>CRICOS Course Code</b>                     | 104576F   |
| <b>Units of Competency</b>                    | Total: 8 units (2 Core+ 6 elective units)   |
| <b>Qualification details/ Course overview</b> | <p>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.</p> <p>This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability.</p> |
| <b>Job roles</b>                              | <ul style="list-style-type: none"> <li>• RTO Manager,</li> <li>• Career Development Manager (Education Sector),</li> <li>• RTO Education Advisor</li> </ul>   |
| <b>Pathways into the qualification</b>        | <p>No specific pathway, however Advanced Diploma, Bachelor Degree or similar recommended.</p> <p>Please also refer to CBTC Entry Requirements below.</p>  |



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| <p><b>Pathways from the qualification</b></p> | <ul style="list-style-type: none"> <li>There are no specific pathways, however students may opt to undertake further post graduate studies in human resource management at a Masters level.</li> </ul> <div style="text-align: center;"> <p>Graduate Diploma/ Masters Degree</p> <p>↑</p> <p>Bachelor Degree</p> <p>↑</p> <p><b>Business / Administration Pathway</b></p> </div>  |
| <p><b>Entry requirements</b></p>              | <p>As per the training package guidelines, there are no specific entry requirements for this qualification. However, CBTC has the following requirements for entry into this course:</p> <ul style="list-style-type: none"> <li>Domestic students <ul style="list-style-type: none"> <li>Age 18+</li> <li>Completed Advanced Diploma, or higher</li> </ul> </li> <li>International students <ul style="list-style-type: none"> <li><u>Age:</u> 18+</li> <li><u>English language requirements:</u> IELTS 5.5 or equivalent; or pass CBTC English test; or successful completion of any other Certificate IV or higher level course in Australia;</li> <li><u>Educational requirements:</u> Completion of Advanced Diploma or equivalent or higher</li> <li><u>Work experience:</u> Not required</li> </ul> </li> </ul> |
| <p><b>Qualification and recognition</b></p>   | <p>Students who successfully complete this qualification will be awarded the nationally recognised BSB80615 - Graduate Diploma of Management (Learning)</p>   |



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## Program/ Course Content

This program requires the completion of 8 units of competency

Total: 8 units (2 Core+ 6 Electives)

|   | Code      | Unit of Competency                         |          |
|---|-----------|--|----------|
| 1 | BSBINN801 | Lead innovative thinking and practice      | Core     |
| 2 | BSBRES801 | Initiate and lead applied research         | Core     |
| 3 | BSBFIM801 | Manage financial resources                 | Elective |
| 4 | BSBINN601 | Lead and manage organisational change      | Elective |
| 5 | BSBLDR801 | Lead personal and strategic transformation | Elective |
| 6 | BSBLED802 | Lead learning strategy implementation      | Elective |
| 7 | BSBLED805 | Plan and implement a mentoring program     | Elective |
| 8 | BSBLED806 | Plan and implement a coaching strategy     | Elective |

Electives may be changed at any stage.

### Learning outcomes

- Lead and manage innovation within an organisation
- Lead applied research projects
- Lead and manage change
- Manage financial resources
- Lead the implementation of coaching and mentoring programs

### Mode of delivery

- Classroom based 20 hours per week

### Program delivery details

**Delivery location 1:** 75 Gozzard St, Gungahlin ACT 2912, Australia.

**Delivery location 2 :** Suite 26, Level 2, Belconnen Churches Centre - 54 Benjamin Way BELCONNEN ACT 2617 Australia

**Number of study weeks:** 40

**Holiday weeks:** Up to 12 weeks

**Total course duration:** 52 weeks

**Number of hours per week:** 20 hours

75 Gozzard Street, Gungahlin ACT 2912 Australia

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|  | <p><b>Class timetable:</b> Classes for the first intake will be held on Monday, Tuesday and Wednesday from 8:30am- 4:30pm.</p> <p>Additional shifts may be added, if needed between 8:30am- 9pm, Monday- Saturday (excluding public holidays).</p> <p>Students are advised of their class timetables during orientation.</p> <p><b>Sample timetable</b></p> <table border="1"> <thead> <tr> <th>Weeks 1- 5</th> <th>8:30am-10:30am</th> <th>10:45am-12:45pm</th> <th>1:15pm-3:30pm</th> <th>3:45-pm-4:30pm</th> </tr> </thead> <tbody> <tr> <td>Monday (7 hours)</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> </tr> <tr> <td>Tuesday (7 hours)</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> </tr> <tr> <td>Wednesday (6 hours)</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> <td>Lead innovative thinking and practice</td> <td></td> </tr> </tbody> </table> <p>Please refer to the 'Amount of Training' section below for a breakdown of training and assessment activities. All training will be delivered face to face on campus using a range of delivery methods that may include, lectures, workshops, demonstrations, practice sessions in a simulated industry environment, where relevant. As indicated in the breakdown below, some assessment activities that require assessor oversight and supervision may be completed on campus as part of the structured training and assessment activities. Students will be expected to complete their written assessments outside of the 'structured timetable' and submit their assessments by the due date.</p> | Weeks 1- 5                            | 8:30am-10:30am                        | 10:45am-12:45pm                       | 1:15pm-3:30pm | 3:45-pm-4:30pm | Monday (7 hours) | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice | Tuesday (7 hours) | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice | Wednesday (6 hours) | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice |  |
|--|--|---------------------------------------|---------------------------------------|---------------------------------------|---------------|----------------|------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|-------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|
| Weeks 1- 5   | 8:30am-10:30am   | 10:45am-12:45pm                       | 1:15pm-3:30pm                         | 3:45-pm-4:30pm                        |               |                |                  |                                       |                                       |                                       |                                       |                   |                                       |                                       |                                       |                                       |                     |                                       |                                       |                                       |  |
| Monday (7 hours)   | Lead innovative thinking and practice  | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice |               |                |                  |                                       |                                       |                                       |                                       |                   |                                       |                                       |                                       |                                       |                     |                                       |                                       |                                       |  |
| Tuesday (7 hours)  | Lead innovative thinking and practice  | Lead innovative thinking and practice | Lead innovative thinking and practice | Lead innovative thinking and practice |               |                |                  |                                       |                                       |                                       |                                       |                   |                                       |                                       |                                       |                                       |                     |                                       |                                       |                                       |  |
| Wednesday (6 hours)  | Lead innovative thinking and practice  | Lead innovative thinking and practice | Lead innovative thinking and practice |                                       |               |                |                  |                                       |                                       |                                       |                                       |                   |                                       |                                       |                                       |                                       |                     |                                       |                                       |                                       |  |
| <p><b>Recognition of Prior Learning (RPL)/ Credit Transfer</b></p> | <p>Students can apply for RPL/ Credit transfer based on prior work experience and/or education/training. Please note that the course duration may be reduced if RPL/ Credits are granted and the 'Confirmation of Enrolment' will be adjusted accordingly.</p>   |                                       |                                       |                                       |               |                |                  |                                       |                                       |                                       |                                       |                   |                                       |                                       |                                       |                                       |                     |                                       |                                       |                                       |  |
| <p><b>Teaching/learning resources</b></p>                          | <p>Students will have access to the following course materials:</p> <ul style="list-style-type: none"> <li>• Assessment pack (student)</li> <li>• PowerPoint presentation</li> <li>• Learner guide</li> </ul>  |                                       |                                       |                                       |               |                |                  |                                       |                                       |                                       |                                       |                   |                                       |                                       |                                       |                                       |                     |                                       |                                       |                                       |  |



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|  | <ul style="list-style-type: none"> <li>• Class activities book</li> <li>• Self-study guide</li> <li>• Staff available to students to address their learning needs</li> <li>• Administrative support required</li> <li>• Case studies (real workplace-based scenarios)</li> <li>• Role-playing activities for interaction with others as a part of assessments.</li> <li>• Templates and additional resources to complete the assessment tasks.</li> </ul>   |
| <p><b>Resources for trainers/assessors (Provided by RTO)</b></p> | <p>All staff involved in the delivery and assessment of this skill set, have direct access to the current version of the relevant training package including:</p> <ul style="list-style-type: none"> <li>• Units of competency</li> <li>• Assessment pack (student)</li> <li>• Assessor pack</li> <li>• Session handouts/ session plans</li> <li>• PowerPoint presentations</li> <li>• Qualification structure</li> <li>• AQF level summaries and learning outcomes criteria</li> <li>• Assessment guidelines pack</li> <li>• Adequate computer and internet access</li> <li>• Login and instructions for all media to be used</li> <li>• Additional resources for each unit as applicable (e.g. policies, sample documents, links to legislation, websites, texts, reference materials)</li> <li>• Print and electronic copies of the assessment tools</li> <li>• Sufficient resources to meet the requirements of students with special needs</li> <li>• Access to the software required to implement the program.</li> </ul> |
| <p><b>Assessment methods</b></p>                                 | <ul style="list-style-type: none"> <li>• Performance evidence</li> <li>• Knowledge evidence</li> <li>• Assessment Conditions</li> </ul> <p>Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the management and leadership field of work and include access to:</p> <ul style="list-style-type: none"> <li>▪ relevant legislation and regulation</li> </ul>   |



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|                               | <ul style="list-style-type: none"><li>▪ workplace documentation and resources</li><li>▪ case studies and, where possible, real situations</li><li>▪ Interaction with others.</li></ul> <p><b>Assessments/ Evidence-gathering techniques <u>may</u> include:</b><br/>A. Role Play/ Presentation / Discussion Forums<br/>B. Oral – Questioning<br/>C. Case study<br/>D. Written assessments/Report/Essay/Research/Group Project</p> <p>Students may be required to submit video presentations to authenticate some of their practical work. They may also be required to participate in an oral interview at their course end of the course.</p> |
| <b>Nominal training hours</b> | 800 hours  |
| <b>Term Dates</b>             | Please refer to CBTC Term Dates  |
| <b>Fees</b>                   | Please refer to CBTC Fee Schedule  |

Canberra Business & Technology College

