



BSB60407 Advanced Diploma of Management

This qualification reflects the role of individuals who have senior or managerial responsibilities. They may oversee the work of others or have specialised roles where they do not supervise others but provide strategic leadership.

Job Roles

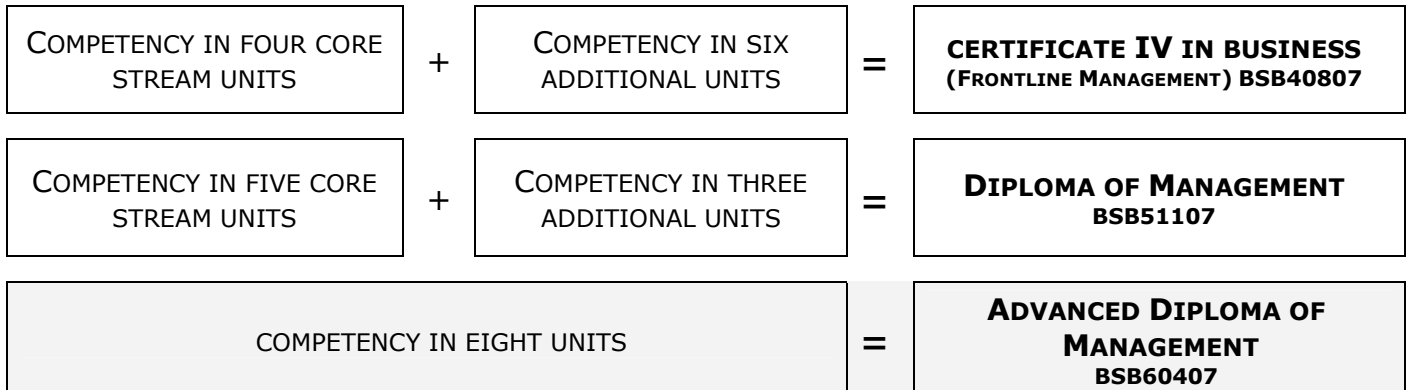
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Area Manager
- Department Manager
- Regional Manager.

Qualification Pathways

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.



Qualification Rules

A total number of 8 units are required to complete this qualification. They consist of:

- 3 Core Units
- 5 Elective units

At least **3** of the **elective units** must be selected from the elective units listed below.

The other **2 elective units** may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Executive Director

3 core units plus
5 elective units

- BSBDIV601A Develop and implement diversity policy
- BSBINM601A Manage knowledge and information
- BSBMGT608B Manage innovation and continuous improvement
- BSBRISK501A Manage risk
- PSPGOV602B Establish and maintain strategic networks

Core Units

Innovation

BSBINN601A Manage organisational change

Management

BSBMGT605B Provide leadership across the organisation
BSBMGT616A Develop and implement strategic plans

Elective Units

Compliance

BSBCOM603B Plan and establish compliance management systems

Diversity

BSBDIV601A Develop and implement diversity policy

Financial Management

BSBFIM601A Manage finances

Information Management

BSBINM601A Manage knowledge and information

Management

BSBMGT608B Manage innovation and continuous improvement
 BSBMGT617A Develop and implement a business plan

Marketing

BSBMKG609A Develop a marketing plan

Occupational Health and Safety

BSBOHS601B Develop a systematic approach to managing OHS

Recordkeeping

BSBRKG601B Define recordkeeping framework

Risk Management

BSBRSK501A Manage risk

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Imported Units

PSPGOV602B Establish and maintain strategic networks
 PSPPROC602B Direct the management of contracts

Core Units	
Innovation	
Element	Unit Descriptor
BSBINN601A Manage organisational change	
1. Identify change requirements/ opportunities 2. Develop change management strategy 3. Implement change management strategy	This unit describes the performance outcomes, skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies.
Management	
BSBMGT605B Provide leadership across the organisation	
1. Communicate organisational mission and goals 2. Influence groups and individuals 3. Build and support teams 4. Demonstrate personal and professional competence	This unit describes the performance outcomes, skills and knowledge required to demonstrate senior leadership behaviour, and personal and professional competence.
BSBMGT616A Develop and implement strategic plan	
1. Confirm organisational vision and mission 2. Analyse the internal and external environment 3. Write strategic plan 4. Implement strategic plan	This unit describes the performance outcomes, skills and knowledge required to establish the strategic direction of the organisation, and to sustain competitive advantage and enhance competitiveness. It requires analysis and interpretation of relevant markets, capability assessment of the organisation, and its existing and potential competitors and allies. It also covers implementation of the strategic plan.

Elective Units	
Compliance	
Element	Unit Descriptor
BSBCOM603B Plan and establish compliance and management systems	
<ol style="list-style-type: none"> 1. Determine applicable compliance requirements 2. Identify and select an appropriate compliance program/management system 3. Plan required compliance program/management system 4. Document required compliance program/management system 5. Establish the planned compliance program/management system 	<p>This unit describes the performance outcomes, skills and knowledge required to plan and establish appropriate compliance program/management systems which enable an organisation to fulfil its obligations and responsibilities under applicable compliance requirements.</p> <p>The unit has been designed to be consistent with AS 3806:2006 Compliance programs.</p>
Diversity	
BSBDIV601A Develop and implement diversity policy	
<ol style="list-style-type: none"> 1. Research diversity 2. Draft policy and plan for implementation 3. Implement diversity policy 4. Review diversity policy 	<p>This unit describes the performance outcomes, skills and knowledge required to research diversity, draft policy, plan for implementation, and implement diversity policy.</p>
Financial Management	
BSBFIM601A Manage finances	
<ol style="list-style-type: none"> 1. Plan for financial management 2. Establish budgets and allocate funds 3. Implement budgets 4. Report on finances 	<p>This unit describes the performance outcomes, skills and knowledge required to undertake budgeting, financial forecasting and reporting requirements, and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.</p>
Information Management	
BSBINM601A Manage knowledge and information	
<ol style="list-style-type: none"> 1. Obtain information relevant to business issues 2. Analyse information and knowledge 3. Take decisions on business issues identified 4. Disseminate information to the organisation 	<p>This unit describes the performance outcomes, skills and knowledge required to develop and maintain information processing systems to support decision making, and to optimise the use of knowledge and learning throughout the organisation.</p>

Management	
BSBMGT608B Manage innovation and continuous improvement	
<ol style="list-style-type: none"> 1. Review programs, systems and processes 2. Develop options for continuous improvement 3. Implement innovative processes 	This unit describes the performance outcomes, skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.
BSBMGT617A Develop and implement a business plan	
<ol style="list-style-type: none"> 1. Develop business plan 2. Monitor performance 3. Respond to performance data 	This unit describes the performance outcomes, skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan.
Marketing	
BSBMKG609A Develop a marketing plan	
<ol style="list-style-type: none"> 1. Devise marketing strategy 2. Plan marketing strategy 3. Prepare and present marketing strategy 	This unit describes the performance outcomes, skills and knowledge required to research, develop and present a marketing plan for an organisation.
Occupational Health and Safety	
BSBOHS601B Develop a systematic approach to managing OHS	
<ol style="list-style-type: none"> 1. Analyse the workplace to identify needs 2. Design integrated approaches to managing OHS 3. Plan and develop integrated approaches to managing OHS 4. Support planning for and implementation of integrated approaches to managing OHS 5. Evaluate the design and development of integrated approaches to managing OHS 	This unit describes the performance outcomes, skills and knowledge required to effectively design and develop a systematic approach to managing occupational health and safety (OHS), which covers the systems, documentation, strategies and plans necessary to manage OHS and its evaluation in the workplace.
Recordkeeping	
BSBRKG601B Define recordkeeping framework	
<ol style="list-style-type: none"> 1. Establish regulatory and social environment 2. Determine principal areas of risk requiring recordkeeping strategy 3. Determine record requirements for each business function 4. Establish recordkeeping framework for organisation 	This unit describes the performance outcomes, skills and knowledge required to define, identify and establish the recordkeeping framework for an organisation or business unit at functional level.

Risk Management	
BSBR501A Manage risk	
<ol style="list-style-type: none"> 1. Establish risk context 2. Identify risks 3. Analyse risks 	<p>This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.</p> <p>The unit has been designed to be consistent with AS/NZS 4360:2004 Risk management.</p>
Sustainability	
BSBSUS501A Develop workplace policy and procedures for sustainability	
<ol style="list-style-type: none"> 1. Develop workplace sustainability policy 2. Communicate workplace sustainability policy 3. Implement workplace sustainability policy 4. Review workplace sustainability policy implementation 	<p>This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.</p> <p>This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines.</p>
Imported Units	
PSPGOV602B Establish and maintain strategic networks	
<ol style="list-style-type: none"> 1. Identify features of required strategic networks 2. Identify or establish network links with key stakeholders 3. Build strategic relationships 	<p>This unit covers establishing, expanding and utilising strategic networks. It includes identifying features of required strategic networks, identifying or establishing network links with key stakeholders and building strategic relationships.</p> <p>In practice, establishing and maintaining strategic networks may overlap with other generalist or specialist public sector work activities such as acting ethically, complying with legislation, applying government systems, managing change, managing diversity, etc.</p>
PSPPROC602B Direct the management of contracts	
<ol style="list-style-type: none"> 1. Manage contract establishment 2. Manage contract performance 3. Manage contract evaluation 	<p>This unit covers management of contracts for strategic purchases to effectively minimise risks and achieve value for money to meet an organisation's core objectives. It includes managing contract establishment, performance and evaluation.</p> <p>In practice, directing the management of contracts may overlap with other public sector generalist and specialist work activities such as acting ethically, applying government systems, managing resources, managing client services, managing risk, etc.</p>