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**INFORMATION PACK  
FOR BSB60420 - ADVANCED  
DIPLOMA OF LEADERSHIP AND  
MANAGEMENT**

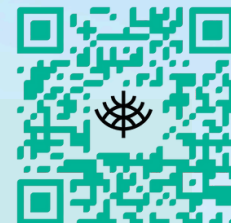
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[WWW.GDC.EDU.AU](http://WWW.GDC.EDU.AU)

GLOBAL  
DEVELOPMENT  
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Australian  
Qualifications  
Framework



NATIONALLY RECOGNISED  
TRAINING



**Develop real leadership and the right management skills and capabilities that organisations need and demand.**

### About the program

This course is crafted and delivered by industry leaders and managers. They use their specialised knowledge and skills to teach you how to become an effective leader and manager in various business and industry settings. You will learn how to lead and manage people, above all, assisting your organisation in becoming a leader in your field making you a highly valuable and sought-after person. This course will teach you to take the initiative and use your judgement to plan and implement

various leadership and management activities while remaining accountable for personal and team outcomes within broad parameters.

You will be challenged to utilise cognitive and communication skills to identify, analyse, and synthesise information from various sources and convey your knowledge to others. By the end of this course, you will be able to use creative or conceptual skills to express ideas and perspectives and respond to complex challenges.

### At the end of this course, you will be able to:

- Develop and implement business plans
- Lead and influence change
- Manage innovation and continuous improvement
- Review organisational digital strategy
- Provide leadership across the organisation
- Develop critical thinking

**This qualification is ideal for those seeking to, or currently working as**

- SME Executive Manager or Director
- Human Resource Manager
- Engineers, Technical, and tradespeople
- Engineering management
- Organisational Leaders and Managers
- Leading hands

# BSB60420 : Advanced Diploma of Leadership and Management

## Entry Requirements

- Completed a Diploma or Advanced Diploma from the BSB Training Package (or equivalent), or
- Two years of full-time relevant workplace experience in an operational or leadership role

## Mode of Delivery

- Online (Self-Paced)
- Distance (Self-Paced)
- Face-to-Face at Workplace

## Packing Rules

A total of 10 units of competency comprising

5 core units plus

5 elective units, of which:

- 3 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
  - up to 2 units may be selected from the elective units listed below
  - if not listed, up to 2 units may be selected from an Advanced Diploma or above, from this or any other currently endorsed Training Package qualification or accredited course.

*\*Note: All units listed on [training.gov.au](http://training.gov.au)*

## AQF Qualifications/ Levels

| LEVEL        | CERTIFICATE                                   |
|--------------|-----------------------------------------------|
| AQF LEVEL 10 | DOCTORAL DEGREE                               |
| AQF LEVEL 9  | MASTER'S DEGREE                               |
| AQF LEVEL 8  | GRADUATE DIPLOMA                              |
| AQF LEVEL 7  | BACHELOR'S DEGREE, UNDERGRADUATE CERTIFICATE  |
| AQF LEVEL 6  | ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT |
| AQF LEVEL 5  | DIPLOMA                                       |

## BSB60420 - Advanced Diploma of Leadership and Management: Units

| S.No | Unit                                                          | Type     |
|------|---------------------------------------------------------------|----------|
| 1    | BSBOPS601 Develop and implement business plans                | Core     |
| 2    | BSBLDR601 Lead and influence change                           | Core     |
| 3    | BSBCRT611 Apply critical thinking for complex problem solving | Core     |
| 4    | BSBSTR601 Manage innovation and continuous improvement        | Core     |
| 5    | BSBLDR602 Provide leadership across the organisation          | Core     |
| 6    | BSBWHS521 Ensure a safe workplace for a work area             | Elective |
| 7    | BSBPPEF501 Manage personal and professional development       | Elective |
| 8    | BSBCRT511 Develop critical thinking in others                 | Elective |
| 9    | BSBTWK501 Lead diversity and inclusion                        | Elective |
| 10   | BSBTWK503 Manage meetings                                     | Elective |
| 11   | BSBTEC601 Review organisational digital strategy              | Elective |

# BSB60420 Advanced Diploma of Leadership and Management: **Core Units Synopsis**

## **BSBOPS601 Develop and Implement Business Plans**

Advance your senior leadership capability by mastering the skills required to design, implement and evaluate comprehensive business plans that drive organisational success. This unit develops your ability to set strategic direction, align resources, manage operational priorities and oversee the execution of business objectives. You will strengthen your planning, communication and performance monitoring skills while fostering innovation and continuous improvement. Ideal for managers and organisational leaders, this course empowers you to translate strategy into action, improve organisational effectiveness and support long-term sustainable growth in competitive and evolving environments.

## **BSBLDR601 Lead and Manage Organisational Change**

Strengthen your leadership impact by developing the capability to lead and influence organisational change. This unit builds advanced skills in change management, communication, stakeholder engagement and team leadership. You will learn to assess the need for change, develop implementation strategies and support individuals and teams through transition. The unit emphasises building commitment, managing resistance and sustaining change outcomes. Ideal for managers and emerging leaders, this course empowers you to guide organisations through transformation with confidence, resilience and clarity while maintaining performance and workforce engagement.



## **BSBCRT611 Apply Critical Thinking for Complex Problem Solving**

Develop advanced problem-solving expertise by mastering the application of critical thinking to complex organisational challenges. This unit strengthens your ability to analyse information, evaluate risks, consider multiple perspectives and develop structured, innovative solutions. You will learn to navigate uncertainty, make sound judgements and support evidence-based decision-making in high-pressure environments. Ideal for managers and leaders responsible for strategic outcomes, this course empowers you to enhance organisational performance, mitigate risks and lead confidently through complexity and change.



## **BSBSTR601 Manage Innovation and Continuous Improvement**

Advance your leadership capability by developing the skills to drive innovation and embed continuous improvement across organisational operations. This unit builds your expertise in analysing systems, identifying improvement opportunities, implementing change initiatives and evaluating outcomes. You will learn to foster a culture of innovation, engage teams in problem-solving and support sustainable organisational development. Ideal for managers and team leaders, this course empowers you to improve performance, enhance efficiency and strengthen organisational adaptability in dynamic business environments.

## BSBLDR602 Provide Leadership Across the Organisation

Strengthen your executive presence by mastering the skills required to provide leadership across diverse organisational functions. This unit develops advanced capabilities in strategic communication, team leadership, stakeholder engagement and organisational influence. You will learn to model professional behaviour, promote organisational values and support workforce performance across multiple teams and work areas. Ideal for senior managers and emerging executives, this course empowers you to build high-performing cultures, strengthen collaboration and deliver consistent leadership that drives organisational success and long-term growth.



# BSB60420 Advanced Diploma of Leadership and Management: **Elective Units Synopsis**

## **BSBPEF501 Manage Personal and Professional Development**

Enhance your leadership effectiveness by developing the skills to manage your personal and professional growth strategically. This unit strengthens your ability to assess development needs, set goals, seek feedback and engage in continuous learning. You will build resilience, emotional intelligence and self-awareness while balancing professional responsibilities. Ideal for leaders at all levels, this course empowers you to improve performance, sustain motivation and support long-term career success while contributing positively to organisational culture and outcomes.



## **BSBCRT511 Develop Critical Thinking in Others**

Build your leadership influence by developing the capability to foster critical and creative thinking within your teams. This unit strengthens your skills in encouraging reflection, problem-solving, innovation and sound decision-making. You will learn to create environments that challenge assumptions, value diverse perspectives and support continuous improvement. Ideal for managers and team leaders, this course empowers you to enhance team performance, build adaptive workforces and strengthen organisational capability in complex and rapidly changing business environments.

## **BSBTWK501 Lead Diversity and Inclusion**

Advance your leadership capability by mastering the skills to champion diversity and inclusion across organisational practices and culture. This unit develops your expertise in promoting equitable behaviours, addressing bias, supporting diverse teams and fostering inclusive workplaces. You will learn to engage stakeholders, implement inclusion initiatives and respond to diversity challenges effectively. Ideal for managers and organisational leaders, this course empowers you to strengthen employee engagement, enhance innovation and build high-performing, inclusive teams that contribute to sustainable organisational success.



## **BSBTWK503 Manage Meetings**

Strengthen your professional effectiveness by developing advanced skills in planning, facilitating and evaluating meetings that drive organisational outcomes. This unit builds your capability to prepare agendas, manage group dynamics, communicate clearly, document outcomes and follow up actions efficiently. You will learn to conduct meetings that maximise productivity, encourage participation and support informed decision-making. Ideal for managers and team leaders, this course empowers you to improve workplace communication, strengthen collaboration and ensure meetings contribute meaningfully to organisational performance.

## **BSBTEC601 Review Organisational Digital Strategy**

Enhance your strategic leadership capability by mastering the review and optimisation of organisational digital strategy. This unit develops advanced skills in assessing digital maturity, analysing alignment with business objectives, evaluating emerging technologies and identifying performance gaps. You will learn to conduct evidence-based reviews, engage stakeholders and propose practical improvements to enhance digital effectiveness and innovation. Ideal for senior managers and leaders, this course empowers you to strengthen organisational agility, competitiveness and resilience in rapidly evolving digital environments.



## **BSBWHS521 Ensure a Safe Workplace for a Work Area**

Advance your leadership responsibility for workplace health and safety by developing the skills to manage safety systems within your area of accountability. This unit builds your capability to identify hazards, assess risks, implement control measures and ensure compliance with WHS legislation and organisational policies. You will learn to consult effectively with teams, monitor safety performance and promote continuous improvement. Ideal for managers and supervisors, this course empowers you to create safe, productive work environments that protect employee well-being and support operational excellence.