



Course Brochure – BSB80120 Graduate Diploma of Management (Learning)

This brochure provides all the information you need to know about enrolling in the BSB80120 Graduate Diploma of Management (Learning).

Course details	
Provider Name	Australian College of Technical Studies (ACTS)
RTO Code	46254
CRICOS Code	04273J
CRICOS Course Code	116608D
Location of course	Suite 4 Level 3 41-45 Rickard Rd Bankstown NSW 2200
Delivery mode	This program is delivered in the classroom and through structured self-study.
Duration	52 weeks, including 40 study weeks and 12 weeks of holidays.
Study load	20 hours a week in the classroom and 4 hours of structured self-study



**Australian College
of Technical Studies**



**NATIONALLY RECOGNISED
TRAINING**

Overview of course

This qualification reflects the role 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.

This qualification may apply to leaders and managers in an organisation where learning is used to build organisational capability. The job roles that relate to this qualification may also include RTO Manager and RTO Director.

The latest release of the qualification and packaging rules can be found at the following link: <https://training.gov.au/Training/Details/BSB80120>

Target Audience and Benefits

This course is ideally suited for international students who are interested in the following:

- Embarking on a career journey focused on organizational learning and capability development.
- Transitioning into a new industry sector.
- Aspiring for advanced-level qualifications.

The completion of this course could pave the way to numerous learning or employment prospects. Potential job opportunities lie primarily within the Education and career development sector.

Moreover, educational advancements, such as pursuing higher-level qualifications such as a Master's degree in Business and Education, could be a subsequent step post this course.

Unit of Competencies

This course comprises the following units, and successful completion of all units is necessary to attain the qualification. Students who complete only certain units will receive a Statement of Attainment for the units successfully accomplished.

Unit code	Unit title	Core/elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core
BSBLDR601	Lead and manage organisational change	Elective
BSBTEC601	Review organisational digital strategy	Elective
BSBCRT611	Apply critical thinking for complex problem solving	Elective
BSBLDR602	Provide leadership across the organisation	Elective
BSBOPS601	Develop and implement business plans	Elective

Training and assessment information

This course is designed to be delivered in a combination of face-to-face classroom sessions and structured self-study. The details of the timetable will be provided to you during the orientation, although please note that it is subject to change.

Class sessions are carefully structured to include a balance of theoretical instruction and practical activities, with a focus on creating a simulated real-life workplace environment.

During the self-study component, you will receive a comprehensive self-study guide that contains specific activities to be completed on a weekly basis. These completed activities must be submitted to your trainer and assessor for evaluation.

Assessments are an integral part of this course and may encompass a variety of formats, such as:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations
- Portfolios/journals

At the commencement of each unit, your trainer and assessor will outline the specific assessment tasks that you are required to complete.

Facilities and Resources:

Your classes will be conducted in modern, well-equipped classrooms that offer Wi-Fi connectivity. Additionally, designated areas are available for relaxation and for conducting additional study, providing you with a comfortable and conducive learning environment.

To support your studies, you will receive a Student Guide tailored to each unit within your course. At campus, you will also have access to textbooks that can be utilized and borrowed as needed.

These provisions ensure that you have access to comprehensive learning materials and resources to enhance your educational experience throughout the course.

Course progress and attendance

Meeting visa requirements is crucial and emphasizes the significance of maintaining satisfactory course progress and attendance in your courses. To obtain detailed information regarding this matter, we strongly urge you to carefully read through the International Student Handbook. Additional guidance on course progress and attendance expectations will be provided during your orientation. It is essential to note that the orientation will be conducted at our Sydney campus. In case you require any student support services, they will also be available at our Sydney campus. We kindly request you to thoroughly review the contents of the International Student Handbook for comprehensive information.

Student support

We provide a range of support and welfare services to ensure your success and well-being. These services include:

- Personalized one-to-one support from our dedicated trainer/assessor.
- Assistance with any personal issues you may be facing.
- Access to supplementary learning resources to enhance your understanding.
- Reasonable adjustments made in assessments to accommodate individual needs.
- Engaging social events to foster a supportive community.
- Information about external sources of support that you can utilize.

We understand that you may have unique circumstances, such as a long break from studying, English as a second language, or a need for additional assistance with literacy or numeracy. During the application and enrolment process, we will identify any specific support requirements you may have. Based on those needs, we may develop a personalized Student Support Plan to ensure you receive the necessary assistance throughout your studies.

Resource requirements

Please ensure that you bring your personal laptop equipped with Office 365 or a comparable program to all of your classes. It is important to note that the expenses associated with acquiring and maintaining this technology are not covered by your course fees. To assist you in making an informed decision, we have provided the specifications for laptops and their associated costs below:

Laptop and Software Requirement

For your studies, a basic laptop with the following specifications is recommended:

- Operating System: Windows 10 or macOS (latest version)
- Processor: Intel Core i3 or AMD equivalent
- RAM: 8GB or higher
- Storage: 256GB SSD or higher
- Display: 13-inch or larger with a minimum resolution of 1366 x 768
- Wireless Connectivity: Wi-Fi 5 (802.11ac) or Wi-Fi 6 (802.11ax) compatible
- Battery Life: At least 6 hours of usage
- Ports: USB ports (preferably USB 3.0), HDMI, and headphone jack
- Software: Microsoft Office or equivalent productivity suite

Please note that these are basic requirements, and depending on your specific course or program, there may be additional recommendations or specific software requirements.

Name of software	Associated costs	
Office 365	\$129 annually	https://products.office.com/en-au/buy/office
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$700 (approximate only)	Various

Course credit

If you have existing qualifications or possess skills, knowledge, and experience that are relevant to your desired course of study, you have the option to apply for recognition of these through credit transfer or recognition of prior learning. Detailed information regarding this process can be found in our International Student Handbook, which is accessible at actstudies.edu.au.

Please note that if your application for course credit is approved, it will have an impact on both your course fees and the duration of your studies. We will communicate any changes to fees or course duration resulting from the granted credit to you in writing. Additionally, you will receive a new Confirmation of Enrolment reflecting the updated information.

For any inquiries or concerns regarding course credit, please don't hesitate to contact us through email and our landline number.

What are the entry requirements?

To gain admission to the Australian College of Technical Studies, you are required to meet the following entry requirements:

- 1. Age and Education:**
 - You must be at least 18 years old.
 - Completion of the equivalent of Year 12 education is mandatory.
- 2. Course Entry Interview and LLN Assessment:**
 - Participation in a course entry interview is necessary to assess your suitability for the course and determine your specific student needs.
 - The interview will also include a Language, Literacy, and Numeracy (LLN) assessment.
 - To be eligible for entry, you must achieve an Australian Core Skills Framework (ACSF) level of 4 in reading, writing, numeracy, and oral communication.
- 3. English Language Proficiency:**
 - An International English Language Testing System (IELTS) score of 5.5 or equivalent is required.
 - Test results must be no more than 2 years old.
 - Alternatively, English language competence can be demonstrated through documented evidence of any of the following:
 - Education for a minimum of 5 years in an English-speaking country.
 - Completion of at least 6 months of a Certificate IV level course at an Australian Registered Training Organization (RTO).
 - Successful completion of an English Placement Test.
 - Other English language tests such as PTE and TOEFL may be accepted, provided the results are equivalent to IELTS 5.5. You are required to provide your test results for verification.

Please ensure that you meet these entry requirements before applying to the Australian College of Technical Studies.

How much does it cost?

- 1. Course Fees:**
 - Tuition fees: AUD \$ 8,500 (onshore)
 - Tuition fees: AUD \$ 10,000 (offshore)
- 2. Non-tuition Fees:**
 - Material fee: \$850
- 3. Additional Costs (at your own expense):**
 - Laptop and software, as described earlier.
 - Please note that course fees do not cover the cost of laptops or software. Refer to the above information for specific requirements.
- 4. Payment Plan and Arrangements:**

- A detailed payment plan and payment arrangements will be provided in the Offer Letter and Student Agreement.
- It is mandatory to pay all course fees in full and on time. Failure to do so may result in the cancellation of your enrolment.

5. Overseas Health Insurance Cover (OSHC):

- Before arriving in Australia, it is a requirement to obtain Overseas Health Insurance Cover.
- The Australian College of Technical Studies provides details of OSHC providers in the International Student Handbook. You can contact any of these providers to inquire about costs and arrange your health insurance coverage.

6. Living Costs and Additional Expenses:

- The International Student Handbook outlines additional costs associated with living in Australia.
- It is essential to review these costs carefully in relation to your budgeting.

For further information, you can visit <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

How can I apply?

In order to apply for this course, you must complete an enrolment form and provide all necessary supporting documents. These documents include copies of the following:

- **High School Certificate:** Please submit a copy of your high school certificate or its equivalent.
- **Proof of English Language Proficiency:** As specified in the entry requirements, you need to provide evidence of your English language proficiency. Please include the required documentation to demonstrate your proficiency level.

Next step

If your application is approved, you will receive an Offer Letter and Student Agreement from us. It is important that you carefully review this document to ensure that you are satisfied with all the terms and conditions. If you agree, simply sign the document and return it to us.

Once we receive the signed Offer Letter and Student Agreement, we will issue you a Confirmation of Enrolment (CoE) letter along with an invoice for the initial payment.

On the first day of the course, you will participate in an orientation and induction program. The orientation will provide essential information about the campus, living in Australia, accessing our support services, and the requirements for successful progression throughout the course, including course progress expectations.

Please note that this course outline should be read alongside the Australian College of Technical Studies International Student Handbook, which can be accessed online at actstudies.edu.au.

Take the time to carefully follow these steps and familiarize yourself with the provided documents. Should you have any further questions or require assistance, please do not hesitate to reach out to us.