



**BSB80120**

# Graduate Diploma of Management (Learning)

**(CRICOS Course Code: 113821A)**

## DESCRIPTION

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.

## ACCREDITATION

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

## CLIENT GROUPS

Overseas/International students will be:

- Holding a valid Student Visa
- Fee for service

Learners with experience in the relevant industry or education can apply for Recognition of Prior Learning (RPL) and Credit Transfer. Please refer to 'RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER' section in the Student Handbook or contact Yarra College Australia (YCA).

## ENTRY REQUIREMENTS

### Qualification Package entry requirements

There are no specific entry requirements for this qualification.

### YCA Admission requirements

There are no specific entry requirements as per the qualification details or training package. International students entering this course at Yarra College Australia must meet the following entry requirements:

### Age requirements

Students must be a minimum age of 18 years or above at the time of course commencement.

### Academic Requirements

Students must have completed the equivalent of an Australian Diploma or higher OR have completed 12 or equivalent (minimum) with two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

## English Language Requirements

To enter this qualification, applicants must also meet English Language Requirements - IELTS (Academic) overall score of 6.0 or TOEFL IBT 60 or PTE Academic 50 or equivalent. English language competence can also be demonstrated through documented evidence of any of the following:

- Minimum five (5) years of study in English in Australia, Canada, New Zealand, Britain, America, South America or Ireland.
- Completed in Australia in English a substantial component (at least 50%) of a qualification at AQF level 4 or higher.
- Completed in Australia in English Year 12 of secondary school.
- Completed a recognised ELICOS program and achieved an English Proficiency level of upper intermediate or equivalent.

Applicants without the documented evidence to demonstrate the required English language competence may undertake the Language Literacy and Numeracy (LLN) test online to achieve a result of ACSF level 3 to meet Yarra College Australia's English Language entry requirement.

## Pre-training review

All international learners will undertake a pre-training review to determine suitability for the course and student needs. The aim of the review is to identify their training needs through questions on previous education or training, relevance of the course to the applicant, and relevant experience. This pre-training review also aims to identify any support needs and possible RPL or credit transfer opportunities.

## Hardware/Software requirements

Yarra College Australia provides learners with Office 365 accounts (free of charge) with access to online Outlook, Word, PowerPoint, Excel, OneDrive etc. to facilitate training and communication. Yarra College Australia will provide access to computers/laptops for students to use on campus. However, for students to work on assessments, tasks and self-study, all learners are expected to have access to a laptop or computer with Windows/macOS operating system at their own cost.

Note: Some assessment tasks are completed using a computer and the internet, and it is essential for the student to possess basic computer skills.

## Language, Literacy and Numeracy (LLN) Assessment

All students will be required to complete an LLN assessment prior to the commencement of the course. – it is a diagnostic process to identify if the prospective student requires LLN support during the study.

Note: Students who have completed the LLN test during the enrolment process in order to meet Yarra College Australia's English language entry requirement, will not be required to do the LLN test again

## Required Australian Core Skills Framework (ACSF) level

ACSF level 3 is required in reading, writing, learning, numeracy and oral communication.

## Licensing / Regulatory Information

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## PATHWAY FROM THE QUALIFICATION

### Training Pathway

This qualification may provide a pathway to further studies in Master of Accounting, Master of Business (HRM), Master of Business (Marketing), Master of Economics, Master of Finance etc.

### Employment Pathway

Students who satisfactorily complete the BSB80120 Graduate Diploma of Management (Learning) will have developed the knowledge and skills to find employment in a range of industries where there is a need for learning and development specialists. Possible job titles relevant to this qualification include:

- RTO Manager,
- Career Development Manager (Education Sector),
- RTO Education Advisor
- L&D Manager

## TRAINING DELIVERY

The program for international students takes place in a classroom environment with access to a simulated environment where required.

The participants in each program group will be provided with detailed learning resources to support the learning activities. These resources will include learning, assessment and other reference material relevant to the unit of competency being delivered.

## DURATION

This course is offered full time over 52 weeks (including holidays) on a full-time basis for 20 hours per week. Students need to gain competency in 8 units (3 core units and 5 elective units) to successfully complete this course.

## RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

YCA has Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures which can be found at YCA's website, which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## INTAKE AND FEE SCHEDULE

Published on website  
[www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)

Note: Students will be provided with the option of Easy Monthly Instalments. Students are advised to contact the Institute in relation to the updated and recent fees for the course. The course fee is subject to change.

### Terms and Conditions:

- ▶ YCA will strive to maintain highly competitive, fair and reasonable fee structures.
- ▶ YCA adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- ▶ YCA provides details of course fees in all course information.
- ▶ YCA will ensure these fees are applied and communicated to clients prior to enrolment.
- ▶ In accordance with the Standards for RTOs 2015, YCA adopts the following to protect fees paid in advance:
  - ✓ Flexible payment arrangements/ options will accommodate individual circumstances.
  - ✓ Fees must be paid in full before certification will be issued.
  - ✓ Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

## COURSE STRUCTURE

This qualification is expected to be completed in 52 weeks. This will include 40 weeks of face-to-face training and assessment spread over 4 terms of 10 weeks each and 12 weeks (in total) of term breaks. All students are expected to give few hours per unit as self-directed study.

As per package rules, 5 units must be completed. These include 3 core units and 5 elective units.

## Core Units

UNIT CODE	UNIT NAME	Pre-Requisite
BSBLDR811	Lead strategic transformation	Nil
BSBHRM613	Contribute to the development of learning and development strategies	Nil
TAELED803	Implement improved learning practice	Nil

## Elective Units

UNIT CODE	UNIT NAME	Pre-Requisite
BSBHRM611	Contribute to organisational performance development	Nil
BSBINS603	Initiate and lead applied research	Nil
BSBSTR801	Lead innovative thinking and practice	Nil
BSBSTR802	Lead strategic planning processes for an organisation	Nil
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Nil

## COURSE COMMENCEMENT

Please contact YCA for the intake dates.

## ASSESSMENT METHODS

A range of assessment methods employed by Yarra College Australia ensures that assessments are fair, valid, reliable and reasonable while ensuring that Yarra College Australia meets the requirements of the relevant Training Package and the rules of evidence. Assessments for this course have been designed for classroom-based face-to-face delivery and assessment.

Based on the assessment methods for each unit of competency, assessment styles incorporated by Yarra College Australia include a range of assessment tasks such as knowledge questions; research tasks; assessor observations; and projects, which may include case studies, round tables and project portfolios; role-plays; undertaken at prescribed assessment schedules. Tasks will require in-class work to evidence aspects of skills and knowledge as well as ensure a consistent approach to the unit of competency through continuous engagement and feedback.

- Knowledge questions are designed to help the student demonstrate the knowledge which they have acquired during the unit
- Research tasks are used in two ways. The first is to assess the student's ability to conduct

and analyse research/gather information and is in response to performance criteria or performance evidence. The second is to assess the student's knowledge and is generally in response to knowledge evidence.

- Assessor observations are used where the unit of competency requires that the student must be observed demonstrating the skills and knowledge that they have acquired during their course. These observations will be in person.
- Projects are provided to help students demonstrate the knowledge and skills that they have developed during their course. Supporting templates and resources, including project portfolios, are provided to the student and marking guidance is provided to the assessor.
- Round table discussions will be used for students to discuss their own real experiences and apply them in the context of the case study. Even though students may be participating in a project based on a case study business, they have a wealth of knowledge, experience and skills that they have each gathered throughout their lives that can be reflected on and applied in discussion with their peers and fellow students. These can then be discussed and applied to the project they are working on, making it more industry-realistic.



Assessments are developed based on principles of assessment and rules of evidence and address all of the unit's performance criteria, performance and knowledge evidence. The assessment mapping table is provided in a separate document to the trainers/assessor.

## RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package (<https://training.gov.au/Training/Details/BSB80120>). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- ✓ Units' Notes
- ✓ Student Workbooks and Resources
- ✓ PowerPoint Slides and Handouts
- ✓ Computers
- ✓ Microsoft Office Suite

## COMPLETION

Upon successful completion of this course, students will receive a nationally recognised BSB80120 - Graduate Diploma of Management (Learning). Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB80120 - Graduate Diploma of Management (Learning).

## COURSE DELIVERY LOCATION

The training delivery location IS Level 6, 190 Queen St, MELBOURNE VIC 3000, Australia



## FURTHER INFORMATION

Before enrolment, each student should ensure s/he meets the following requirements:

- Enrolment Application Form can be downloaded from the website <https://yarracollege.vic.edu.au/> or request to be emailed can be forwarded to [admissions@yarracollege.vic.edu.au](mailto:admissions@yarracollege.vic.edu.au)
- Read and understand the complete information available at YCA's website [yarracollege.vic.edu.au](https://yarracollege.vic.edu.au) or email your request to [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au).
- Read and understand all policies and procedures available at YCA's website or email your request to [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au).
- Provide YCA with their Unique Student Identifier (USI) number. For more information, see <https://www.usi.gov.au/students/create-your-usi>
- You can post or visit us at our head office in Level 6, 190 Queen Street, Melbourne, 3000, Victoria, or call us at +61390175256.
- You will also find further information about fees and refunds and the enrolment process applied by YCA on the website <https://yarracollege.vic.edu.au/> and Student Handbook.
- For further details or queries, YCA can be contacted via email at [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au) or [admissions@yarracollege.vic.edu.au](mailto:admissions@yarracollege.vic.edu.au) or phone: +61390175256.

## IMPORTANT INFORMATION

- YCA has systems in place to ensure that students are getting quality training during the course. YCA is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by YCA.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://yarracollege.vic.edu.au/>.



**Yarra College**  
Australia

**Contact us: +61 466106256**

- ✉ [info@yarracollege.vic.edu.au](mailto:info@yarracollege.vic.edu.au)
- 🌐 [www.yarracollege.vic.edu.au](http://www.yarracollege.vic.edu.au)
- 📍 Campus: Level 6, 190 Queen Street, Melbourne, 3000
- 📍 Training Kitchen: 18 Lens Street, Coburg, 3058



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