




Course Brochure – BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 106883A)

Course details	
Provider Name	Melbourne College of Business and Technology
RTO Code	45217
CRICOS Code	03631M
Delivery location of course	Unit 101 and 102, 991 Whitehorse Road, Box Hill, VIC 3128
Delivery mode	Face to face (Classroom based) Flexible learning (Covid-19)
Duration	52 weeks, including 44 study weeks and 8 weeks of holidays.
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week <i>(may be more or less depending on learner's pre-existing skills and knowledge)</i>



Total Course Fee: AUD 11,000

Tuition Fee: AUD 10,000

Material Fee: AUD 500

Application Fee: AUD 500 (non-refundable)

(Application fee is non-refundable under all circumstances. Please refer to Melbourne College of Business and Technology's refund policy and procedure for further details)

BSB80120 Graduate Diploma of Management (Learning)

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.



Course Entry Requirements:

Entry to this qualification is limited to those who:

- Have completed a qualification equivalent to Australian Advanced Diploma level (AQF Level 6) or higher.

OR

Have four years equivalent full-time relevant workplace experience in the field of organisational learning and capability development.

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Melbourne College of Business and Technology is able to provide.
- Have successfully completed Australian year 12 or equivalent.
- Are at least at age of 18 on the date of course commencement.
- **Please Note:** All the students commencing this course are required to complete LLN test on the orientation day to assist Melbourne College of Business and Technology to identify student's needs for additional support during their study with Melbourne College of Business and Technology.

Covid-19 Variation to Delivery and Assessment Strategy

Additional entry requirements:

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your trainer/assessor assistance in this regard.
- Student must have access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment (if schedule during Covid-19 is varied from original schedule).
- Student must have sound digital literacy.
- Where classroom visit is required to conduct the assessments in the compliant way and in accordance with Standard 1.8 of SRTO 2015, Melbourne College of Business and Technology would not be allowing more than 4 learners (or one group, whichever is less) in the class ensuring 4 sqm social distancing is maintained.

During COVID-19 (coronavirus) outbreak, Melbourne College of Business and Technology will use a flexible delivery mode for training and assessment, providing training package requirements allow for this. We would ensure that all regulatory requirements are met with as little disruptions possible. As circumstances change and restrictions are eased, these temporary arrangements will be reviewed, and enrolled students will be notified accordingly. Melbourne College of Business and Technology



aims to review any changes in circumstances before commencement of each term so that it has least possible impact on students and course delivery.

Melbourne College of Business and Technology will seek student's consent of online delivery and assessment (where possible) prior to their enrolment during this Covid-19 outbreak.

We are fully committed to remain transparent on the mode of delivery, resources available to students, methods of assessment and how assessment in simulated environment will be managed. We ensure that:

- Students are treated fairly and reasonably.
- Any adjustments to courses are transparent and communicated clearly to students.
- All adjustments to course delivery, the process for informing and seeking students' consent, and information relevant to individual students is documented and retained.

Orientation: New student Orientation will be done via phone, e-mail, Zoom and Moodle. New students will receive an e-mail and call from the Admissions department prior to their date of commencement with all necessary further information and instructions.

If you have any questions regarding this process, please contact (+61) (3) 9018 5699 or enquiry@mcbt.vic.edu.au. Please email or call the Student administration should you require any additional support.

Classes

During Covid-19, Melbourne College of Business and Technology will transition to an online learning environment, this means there will be no face to classes running, unless required to be in simulated environment specifically in class; or covid-19 restrictions are eased and/or state government allow to return to full onsite learning. If any student require assistance with their online learning environment, student will notify their trainer and assessor where trainer/assessor will provide them with further guidance.

Current Situation

Guided by the government advice and our own assessment, we will begin permitting more essential learning, support sessions, delivery and assessment and other related activities back on campus in the coming weeks. Students will be advised from time to time. To ensure we are carefully managing the number of students, staff and trainers/assessors on campus, Melbourne College of Business and Technology will initially provide specific approval (on a case-by-case basis) for anyone to attend campus.

Online options

The online learning environment will be supported by a range of resources that will vary between units but may consist of learning summaries, video recordings or YouTube videos, and extra documents to aid student's learning. All training staff will be available online at scheduled class times to guide and support the student through their studies. The online learning environment will be available through using Zoom and Moodle.

Assessment



Assessment tasks will vary for each unit of competency, but some of these may be moved online. Some assessment tasks may also be delayed or deferred to a later date pending the situation with COVID-19. The trainers are required to communicate with students for unit specific information. The best way to do this is through Zoom, Moodle and/or through email.

Support

All staff at Melbourne College of Business and Technology will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Melbourne College of Business and Technology will also provide online academic and language support and student support staff are always here to help.

OFFSHORE: Current and New Students

Please note that the Australian Government has closed entry into Australia. This excludes permanent resident, Australian citizens and their immediate family members.

In summary:

- Some students currently offshore will be allowed to commence their studies online.
- The admissions process will be the same.
- Students will need to have meet all language, literacy and numeracy requirements.

Pathways

Once students have successfully completed BSB80120 Graduate Diploma of Management (Learning), they can apply for various positions as leaders and managers in an organisation where learning is used to build organisational capability. Possible job titles relevant to this qualification include:

- Head of School/RTO
- Senior Training Manager
- RTO Compliance Manager
- RTO General Manager
- Strategic Learning Development Consultant

Course Structure:

A total of 8 Units (3 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB80120 Graduate Diploma of Management (Learning). Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 8 units in the qualification. Students completing all the required units of competency will attain full qualification.

Code	Title	Core/ Elective
BSBLDR811	Lead strategic transformation	Core
TAELED803	Implement improved learning practice	Core



Code	Title	Core/ Elective
BSBHRM613	Contribute to the development of learning and development strategies	Core
BSBCRT611	Apply critical thinking for complex problem solving	Elective
BSBINS603	Initiate and lead applied research	Elective
BSBLDR812	Develop and cultivate collaborative partnerships and relationships	Elective
BSBSTR801	Lead innovative thinking and practices	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective

Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed

Facilities and Resources

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Privacy Policy

Information collected about an individual learner or intended applicant in Written Agreement and Acceptance of Offer and during the student enrolment, can be provided by Melbourne College of Business and Technology, the Commonwealth including the TPS or state or territory agencies, in



certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, Melbourne College of Business and Technology is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by Melbourne College of Business and Technology for statistical, administrative, regulatory and research purposes. Melbourne College of Business and Technology may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

For further details, please refer to <https://www.ncver.edu.au/privacy>.

Further Information

For all further details, please refer to International Student Handbook available on www.mcvt.vic.edu.au for all related policies and procedures and other important information related to international students including Covid-19, living cost, life and study in Australia, etc.

Please contact the Administration Manager at +61 (3) 9018 5699 or enquiry@mcvt.vic.edu.au for further information.