



Australian
Institute of
Management
WESTERN AUSTRALIA



BSB61015 Advanced Diploma of Leadership and Management

Self Assessment

V1

National Provider No: 0058



BSB61015 Advanced Diploma of Leadership and Management



Qualification Overview

This qualification is suited to those who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts.

Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Units of Competency

This qualification is made of up the following 12 units of competency

Unit Code and Title
BSBFIM601 Manage finances
BSBINN601 Lead and manage organisational change
BSBMGT605 Provide leadership across the organisation
BSBMGT617 Develop and implement a business plan
BSBMGT608 Manage innovation and continuous improvement
BSBMGT616 Develop and implement strategic plans
BSBMGT619 Identify and implement business innovation
BSBINM601 Manage knowledge and information
BSBDIV601 Develop and implement diversity policy
BSBRISK501 Manage risk
BSBMGT615 Contribute to organisation development
BSBMGT622 Manage resources

Entry Requirements

While there are no formal entry requirements, enrolment in this qualification requires participants to have a minimum of 2 years' experience in their chosen field, with some responsibility for WHS practices as part of their current role.

Participants are also required to have the support of an employer, manager or supervisor who can provide opportunities for the participant to demonstrate competence and develop and collect evidence from various departments within the business.

What is required to achieve this qualification?

Upon successful enrolment in this qualification, participants will be granted online access to all relevant assessment tools. Every aspect of each assessment tool must be addressed successfully in order to achieve this qualification.

AIM WA Qualification Fee

Member Type	Assessment Pathway Fee
Non-Member	\$2520
Member	\$2100



Self-Assessment Questionnaire

As you read through each unit description, tick the relevant box in the 'Do you complete these tasks' column with the frequency in which you apply this standard in your workplace (Often, Sometimes, Never). This will indicate your capacity to gather quality evidence.

For full unit details please visit www.training.gov.au

If you already hold a listed unit of competency with AIM WA, or another training organisation, please check the box (already hold) as we may be able to provide you with a Credit Transfer towards the qualification. (You will need to provide us with a copy of the Statement of Attainment or Record of Results).

Please note: it is important to review each unit with your direct line manager and have them initial them, stating that they agree that you complete these tasks in your role.

The BSB61015 Advanced Diploma of Leadership and Management qualification comprises 12 Units of Competency (UoC). Please read through the detail of each UoC below to gain an understanding of the requirements of the unit and check the appropriate box in relation to your experience.

Evidence will be collected through the following assessment methods:

1. A written Knowledge Question Assessment will demonstrate your underpinning knowledge and understanding for the requirements of each unit.
2. A Collection of work based evidence for each unit. This evidence will demonstrate your ability to complete the required tasks consistently in the workplace (listed below)
3. A Personal Statement will require you to match the skills required for each unit of competency, to the tasks you currently undertake in the workplace.
4. A Third Party Report detailing the skills required for each unit, will require you and your direct supervisor/manager to give examples of how you meet the requirements in the workplace. This report must be signed off solely by your supervisor/manager.
5. Each assessment component is explained in greater detail in the Assessment Instructions document which you will gain access to once your enrolment has been finalised by our Assessment Team.



Name: _____ Contact Number: _____

How long have you been in your current role? _____ Years

How many years of industry experience do you have in this field? _____ Years

Unit Code and Title (Unit type) Application	Do you complete these tasks?			Already hold	Manager initial
	Often	Sometimes	Never		
<p>BSBFIM601 Manage finances</p> <p>(Core)</p> <p>Do you undertake budgeting, financial forecasting and reporting and allocate and manage resources to achieve the required outputs for the business unit?</p> <p>This would include, planning for financial management, establishing budgets, allocating funds and implementing budgets.</p> <p>It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.</p> <p>This unit requires managerial responsibilities which include overseeing the management of financial and other resources across a business unit, a series of business units or teams, or an organisation. It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.</p> <p><i>Essential knowledge of:</i></p> <ul style="list-style-type: none"> the Australian Taxation Office, including Goods and Services Tax, Company Tax, Pay As You Go the Australian, international and local legislation and conventions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBINN601 Lead and manage organisational change</p> <p>(Core)</p> <p>Do you determine strategic change requirements and opportunities; and develop, implement and evaluate change management strategies?</p> <p>This would include identifying change requirements and opportunities, developing and implementing change management strategies.</p> <p>This unit requires responsibility across the organisation or a large part of the organisation and have considerable work experience and organisational knowledge.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBMGT605 Provide leadership across the organisation</p> <p>(Core)</p> <p>Do you demonstrate senior leadership behaviour and personal and professional competence?</p> <p>This would include communicating organisational missions and goals, influencing groups and individuals. Building and supporting teams, demonstrating personal and professional competence</p> <p>Business ethics would also be addressed.</p> <p>This unit requires your role to include inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Unit Code and Title (Unit type) Application	Do you complete these tasks?			Already hold	Manager initial
	Often	Sometimes	Never		
<p>BSBMGT617 Develop and implement a business plan (Core)</p> <p>Do you run a business operation and cover the steps required to develop and implement a business plan?</p> <p>This would include developing a business plan, monitoring performance and responding to performance data</p> <p>This unit requires you to be either running an organisation or having a senior role in determining the effective functioning and success of the organisation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBDIV601 Develop and implement diversity policy (Elective)</p> <p>Do you research diversity and its importance to organisational activity and draft, plan and implement diversity policy?</p> <p>This would include researching diversity, drafting policies and plans for implementation. Implementing diversity policy and reviewing diversity policy.</p> <p>This unit requires experience in an organisation with staff and clients from different cultures, races or religions, multiple generations, or where there are other forms of diversity in the workforce.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBINM601 Manage knowledge and information (Elective)</p> <p>Do you develop and maintain information processing systems to support decision making; and to optimise the use of knowledge and learning throughout the organisation?</p> <p>This would include obtaining information relevant to business issues, analysing information and knowledge, making decisions on business issues identified and disseminating information for the organisation.</p> <p>This unit requires those responsible for ensuring critical knowledge and information are readily available to review the organisation's performance and to ensure its effective functioning (examples: business performance data, customer feedback, statistical data and financial data).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBMGT608 Manage innovation and continuous improvement (Elective)</p> <p>Do you sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded?</p> <p>This would include reviewing programs, systems and processes. Developing options for continuous improvement and implementing innovative processes.</p> <p>This unit would expect that you would play an important role in building the culture, values and attitudes of the organisation.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Unit Code and Title (Unit type) Application	Do you complete these tasks?			Already hold	Manager initial
	Often	Sometimes	Never		
<p>BSBMGT616 Develop and implement strategic plans (Elective)</p> <p>Do you establish the strategic direction of the organisation, sustain competitive advantage and enhance competitiveness?</p> <p>This would include confirming organisational visions and missions, analysing the internal and external environment and writing strategic plans.</p> <p>This unit would expect that you would play a role in the analysis and interpretation of relevant markets, capability assessment of the organisation and analysis of the organisation's existing and potential competitors and allies. You could also be responsible for the implementation of the strategic plan and developing specific actions and initiatives that will be undertaken by people working in various roles.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBMGT615 Contribute to organisation development (Elective)</p> <p>Do you contribute to the creation of an organisation development plan which ensures that the organisation will become more effective over time in achieving its goals?</p> <p>This would include developing, implementing and maintaining organisation development plans.</p> <p>This unit requires organisation wide responsibilities which are critically involved in shaping and focusing the organisation so that it can adapt to new technologies, challenges and markets.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBMGT619 Identify and implement business innovation (Elective)</p> <p>Do you analyse the market context and current business processes to identify and implement opportunities for innovation and reform in an organisation?</p> <p>This would include comparing the business with competitor businesses. Identifying business opportunities for innovation and reform and implementing innovation.</p> <p>This unit suits those managing a knowledge management or systems development team, or working in a senior role in such a team.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>BSBR501 Manage risk (Elective)</p> <p>Do you manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting?</p> <p>This would include establishing, identifying and analysing risk context then selecting and implementing treatments.</p> <p>This unit requires positions of authority and those approved to implement change across the organisation, business unit, program or project area.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Unit Code and Title (Unit type) Application	Do you complete these tasks?			Already hold	Manager initial
	Often	Sometimes	Never		
BSBMGT622 Manage resources (Elective) Do you manage resources in accordance with planned business strategies? This would include analysing resource requirements, developing resource plans to support business unit objectives, allocating resources and reviewing and reporting on resource usage. This unit is suited to those who role involves allocating and monitoring the use of physical and/or human resources to meet business objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Scores					

What does this mean for you?

Total each column and reflect on how you have rated yourself.

Where you have ticked **“Never”**, it is also a requirement that while benefiting from attending the AIM WA training Course/s, you will also need support from your organisation to provide you with the opportunity to continue to build on these new skills and knowledge gained from the training Course, before commencing the assessment requirements.

Where you have ticked **“Sometimes”** you have the option to either attend AIM WA training Course/s to build on your already existing skills and knowledge and complete workplace activities to fully absorb the requirements of the unit.

If you **“already hold”** any of the above units of competency with another training organisation, you can apply for Credit Transfer (CT) for this/these units in the qualification. Please provide a copy of your Statement of Attainment or Record of Results for verification and apply for Credit Transfer using the Credit Transfer application form. (Link can be found on Enrolment form or on our website).

Any knowledge gaps identified through the enrolment process will need to be discussed with our Assessment Services Team by contacting them either by phone on (08)9383 8080 or via email assessments@aimwa.com.

Recommended Professional Development Courses

Course No.	Course Name	AIM WA Website Link to Course
101	Executive Development Course (EDCO)	Executive Development Course (EDCO)
405	Finance for Non-Finance Managers	Finance for Non-Finance Managers
112	Risk Management	Risk Management

Frequently Asked Questions

Please click on the link below:

[FAQ's](#)

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