

**Manage your life,  
Through your mind.**



# **THE MINDTECH INSTITUTE**

TRAINING & DEVELOPMENT

[www.TheMindTechInstitute.com](http://www.TheMindTechInstitute.com)  
[www.MTI.edu.au](http://www.MTI.edu.au)

**Advanced Diploma of Leadership and Management BSB61015**



[themindtechinstitute.com](http://themindtechinstitute.com) | [mti.edu.au](http://mti.edu.au)

## The MindTech Institute, Sydney – Australia

### The MindTech Institute

**Address:** PO BOX 49, Canley Heights, NSW 2166 – Australia

**Websites:** [www.mti.edu.au](http://www.mti.edu.au)  
[www.themindtechinstitute.com](http://www.themindtechinstitute.com)

**Emails:** [info@mti.edu.au](mailto:info@mti.edu.au) or [info@themindtechinstitute.com](mailto:info@themindtechinstitute.com)

**Course:** BSB61015 - Advanced Diploma of Leadership and Management

**Delivery:** Recognition of Prior Learning (RPL) | Online | Fast-Track  
*For other courses to study online, click on <https://themindtechinstitute.com/courses/>*

### A brief description of the qualification:

This qualification reflects the role of individuals who apply specialised knowledge and skills together with experience in leadership and management across a range of enterprises and industries 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 as well as creative or conceptual skills to express ideas and perspectives or respond to complex problems.

### The MindTech Institute

Registered Training Institute  
Recognized World-Wide

### Further education opportunities

Graduates may advance their career to include diverse roles in leadership and management. Furthermore, they could undertake higher qualifications such as:

- Bachelor Degree in Business
- Bachelor Degree in Management
- MBA and other related field...

### Career opportunities

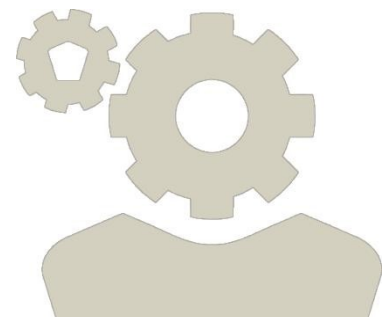
- Area Manager - Regional Manager - Branch Manager - Business Manager - Department Manager
  - Operations Manager - Production Manager - Retail Manager - Store Manager - team Leader
-

## Curriculum of The MindTech Institute – BSB61015 - Advanced Diploma of Leadership and Management –

Total number of units = 12 | C = Core (Compulsory) | E = Elective

Code	Unit of Competence	C/E
BSBFIM601	Manage finances	C
BSBINN601	Lead and manage organisational change	C
BSBMGT605	Provide leadership across the organisation	C
BSBMGT617	Develop and implement a business plan	C
BSBRISK501	Manage risk	E
BSBSUS501	Develop workplace policy and procedures for sustainability	E
BSBMGT616	Develop and implement strategic plans	E
BSBMGT615	Contribute to organisation development	E
BSBDIV601	Develop and implement diversity policy	E
BSBMGT608	Manage innovation and continuous improvement	E
BSBINM601	Manage knowledge and information	E
BSBMKG609	Develop a marketing plan	E

Graduates obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, BSB61015 - Advanced Diploma of Leadership and Management.



## **How is The MindTech Institute different to other Institute or colleges?**

The MindTech Institute focuses on getting you to graduate at the shortest time possible without compromising the training and your learning experience. We believe in the simplicity of training and effective learning as we always take pride in our graduates.

When it comes to processing your RPL application, we give you specific suggestions of documents you may have. Other colleges give you an 'RPL Kit' which means you have to map all your evidence yourself, to justify why you should be deemed competent. We take the documents you send us, and do all the mapping for you. This saves you an enormous amount of time and confusion.

As with our online courses, there's always support from assessors assigned to assist you during the course.

Also during our Fast-Track courses and workshops you will experience an amazing encouraging atmosphere and lots of support from our trainers and team.

## **Recognition of Prior Learning (RPL)**

RPL stands for recognition of prior learning. It is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience. A qualification gained in this way is identical to a qualification gained from traditional studying. There is no coursework or study, you just submit the documents you have created and use in the workplace.

### **The main RPL requirement:**

This is a brief checklist of the requirement for the Advanced Diploma of Leadership and Management:

An applicant must be at least 20 years old to be eligible to obtain this Diploma and has a minimum of two years of work experience and/or related studies.

- **A detailed resume (CV):** The CV must be stating the company/work name, address, of the work or institute, the years of employment or study, role and any work experiences related to the specific Diploma the applicant is applying for.

- **An employment letter** (employment reference letter): This letter must state the role of the employee, employment date (start – end or if still employed) as well as the full company/work name, address and contact details. An assessor may contact the employer; this will happen in case there is no sufficient or enough information stated in the employment letter. However, the assessor will advise the applicant before contacting the employer for privacy reasons.

- **Any certifications or degrees previously awarded** (this is optional)

**NOTE:** All documents must be in English or translated professionally to English

## **Decline and disapproval of an RPL application**

In some cases, an application may get declined due to insufficient documentations or experience. However, the assigned assessor may advise the applicant to enroll in a short online course to fill out experience needed for the applicant to be eligible to be awarded with the qualification. The assessor will be in contact with the applicant discussing whatever is needed and to facilitate the process (at this point no payment is made). The payment is made only after the application is approved to be submitted.

**NOTE:** Additional surcharge would apply if the applicant needs to enroll in a short online course. The fees of the short online course is not included in the diploma application fees. Usually the short online courses fees will not cost over \$400 and the whole course can be completed within few days. This is not a common case though it's possible.

## **Online Study and Fast-Track Training**

All our online courses are delivered through the latest technologies and learning management systems which in return makes the online learning experience very simple, enjoyable and user-friendly.

Our Fast-Track training and workshops are designed to cover everything necessary and required to obtain the qualification in a short time and sometime by combining online subjects (depending on the course) and by compounding the information delivered during the live training. Our Live training is designed to create an amazing encouraging experience for our students to build their confidence to become the best at what they do.

## Posting and receiving the diploma

During our Fast-Track training and workshops, the qualification is handed to the students with a simple graduation ceremony. Furthermore, for RPL and online courses, The MindTech Institute usually posts the qualification and the related documents in a package through AustPost Express, DHL and other express courier companies with a tracking number will be also emailed to the student.

No additional charges will apply on postage since the MindTech Institute pays the postage fees – that means the applicant should not pay any fees upon receiving the package. However, in some countries, some courier companies ask for additional payment from the recipient to pay upon receiving the package - that extra charges are not official especially since The MindTech Institute had paid the full postage fees before sending the package. Therefore, The MindTech Institute is not responsible for any unofficial or extra charges and it's the responsibility of the recipient to check.

## Unique Student Identifier (USI)

AQF Certification will be issued to learners only after being in receipt of a valid USI from the learner.

NOTE: This is ONLY if you live or study in Australia. Please refer to the Enrolment Form.

## What to do next?

To enroll in the online courses, all you have to do is go to <https://themindtechinstitute.com/courses/> and you can easily enroll online and we will email you the application form to be complete and emailed back to us.

To enroll in our Fast-Track courses or workshops visit <https://themindtechinstitute.com/events> and select the workshop or training you would like to attend (make sure to check the event's dates and location).

To enroll in our RPL programs, please email us your resume and/or position description, and which qualification you're interested in to [info@themindtechinstitute.com](mailto:info@themindtechinstitute.com) or [info@mti.edu.au](mailto:info@mti.edu.au) and then we will email you back the application form and other required documents.

## Upon completion

Once an applicant has been awarded with a diploma, The MindTech Institute will post (express mail) the original copy of the certificate along with the student number and a unique certificate identification code. These numbers are used to authenticate and verify the certificates. This is available for any public or private organization/corporation or institution including immigration to authenticate the validity of diplomas whether for employment, higher education, study abroad and other immigration purposes by contacting the institute as well as through other protocols used between institutes and universities.

## Course duration

**RPL:** Recognition of Prior Learning RPL process takes between 2 – 3 weeks after the application has been submitted along with all the requirements.

**Fast-Track:** is for those who already have knowledge or experience in this field can join our accelerated training class generally held in Sydney. For more information, please check our website EVENT page.

**Online:** The completion timeframe for this qualification is estimated twelve (12) months, and can be completed even sooner depending on the time spent on the course. Learners who are granted course credit (Credit Transfer (CT) and/or Recognition of Prior Learning (RPL) will receive a revised duration once their credit has been processed by Student Services.

## FEES AND METHODS OF PAYMENTS

Fees for the Advanced Diploma of Leadership And Management: **RPL \$2990 | Fast-Track \$3990 | Online Study \$4990**. These fees also include the Australian taxes. The full amount should be paid once our assessors approve the application. No certificate would be issued and sent before the full amount has been paid as direct money transfer or through debit/credit cards. An automated receipt will be sent by an email once a payment is made and an official receipt with the full amount paid will be posted to the applicant along with the qualification and transcript/s.

NOTE: Please contact us if our method of payment isn't available in your country.

## Registration & Payments

Enrollment becomes effective upon receipt and full amount is paid unless choosing “Pay Deposit” which is an easy payment option. This option will allow you to only pay half of the fees amount (50%) and get certified once the remaining balance is paid. NOTE: additional fees will be applied if short courses are needed.

The fees are in Australian Dollar if you live in Australia. Any other country the fees are in USD.

Fees can be transferred safely to the institute account. Details below:

### The MindTech Institute bank details:

**Bank name:** ANZ  
**Account number:** 641045807  
**BSB:** 012468  
**BIC / Swift:** ANZBAU3M

Please contact us if you would like to pay through other payment methods such as Western Union etc.

You may also email us at [info@themindtechinstitute.com](mailto:info@themindtechinstitute.com) or [info@mti.edu.au](mailto:info@mti.edu.au)

This is a detailed summary of the requirements and conditions for BSB61015 - Advanced Diploma of Leadership and Management. And we encourage you to let us know if you have any questions regarding the requirements.

Therefore, don't get overwhelmed with all these requirements, we are here to help you.

The MindTech Institute – Application Department – Sydney, Australia.

### Links:

[www.themindtechinstitute.com](http://www.themindtechinstitute.com)  
[www.mti.edu.au](http://www.mti.edu.au)



## TRAINING

The MindTech Institute is a Registered Institute delivers all their qualifications and courses in Australia and abroad. They offer a wide range of training options with focusing on assisting individuals and businesses who wish to gain valuable knowledge and skills to achieve their best potentials leading to greater improvements, many positive successful pathways and outcomes. The MindTech Institute offers the best cutting edge online, in-class training and workshops which include Advanced Diplomas, Diplomas, NLP Practitioner Training, NLP Master Practitioner Training, Hypnosis Training also Practitioner and Master Practitioner Levels, Life Management Training, Time Management, Advanced Sales Training, Stress Management, Leadership Training, Customer Service training, Emotional Intelligence Training, Effective Presentations Training and many other essential courses which are extremely necessary to anyone who desires success and growth.



## SERVICES

Collaboration is at the heart of every interaction with The MindTech Institute students and clients. Working in partnership to understand their key goals or/and business concerns. The MindTech Institute identifies what you want to achieve and helps you to see your personal goals, business or career goals from a new perspective - and then offer the right solutions to help you to grow. The MindTech Institute way of working with their students and clients brings flexibility and creativity as well as qualities which elevate their performance as an individuals, employees, business managers or leaders. The MindTech Institute main objective is to work with you to develop a clear path to reach realistic goals which are important to you and your business.



## ABOUT US

The MindTech Institute is a Registered Training Institute based in Sydney Australia. The MindTech Institute offers various courses, diplomas, seminars and workshops delivered in class as well as online. The MindTech Institute is also known as one of the world leading recognized training institutes that can offer recognition of prior learning services which is also recognized world-wide through other institutes, colleges, universities as well as to study abroad.