

Australian Fenestration Training Institute



ADVANCED DIPLOMA OF MANAGEMENT BSB60407



Australian Window Association trading as AFTI

Online Course

Start: Anytime

Length of Course:

Total nominal hours: 420-560 hrs
Avg. Contact time: 10 hrs/month
Avg. Research time: 15 hrs/month
Full time duration: 12-15 months
Part-time duration: 15-18 months

Fee: \$4,000 (no GST) includes all course materials, training, assessment and support.
Payment schedule: \$1,000 on enrolment
Prior to commencement of 2nd unit: \$1,000
Prior to commencement of 4th unit: \$1,000
Prior to commencement of 6th unit: \$1,000

Course Description

This course is designed to meet the needs of a variety of jobs. For this reason there are a number of ways that the course can be packaged. There are three core units plus five elective units. The units are listed overleaf.

Eligibility

There are no prerequisites for the units of competency. Entry to the qualification can be achieved

- after achieving the Diploma of Management or other relevant qualification/s
- by providing evidence of competency in the majority of units Diploma of Management or other relevant qualification/s.
- with vocational experience but without formal supervisory or management qualification

Target Audience

The key clients for this qualification are middle to senior managers in the building and construction industries in general and in the fenestration industry in particular.

They will most likely be employed by members of the Australian Window Association or kindred body member organisations or in other sections of the building industry. The building and general construction, and fenestration industries are quite broad, so the target group will be within the whole of both sectors.

Participants will need to be sponsored by their employing organisation, or be able to demonstrate that they will have access to sufficient relevant organisational information to enable them to complete the assessment tasks at an appropriate level.

Participants will be employed at a middle to senior level, where a significant degree of discretion, judgement and decision making is involved.

Participants may already hold tertiary qualifications in non-management disciplines.

Learner Handbook

The Learner Handbook contains vital information on cancellations, refunds, policies and procedures and **must** be read prior to enrolment. A copy is available on the AFTI website www.afti.edu.au or a copy can be sent on request.



NATIONALLY RECOGNISED
TRAINING

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Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and still have contact with your trainers.

On enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition.

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Take advantage of this tailor-made course for personnel working in the fenestration industry.

Improve your skills and knowledge and gain a nationally recognised qualification.

Enquiries and Enrolment

Australian Window Association
Trading as Australian Fenestration Training Institute

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training@awa.org.au
www.afti.edu.au

Units of Competency

The core units are (all must be completed)

- BSBINM601A Manage organisational change
- BSBMGT605B Provide leadership across the organisation
- BSBMGT616A Develop and implement strategic plans

The elective units include (select five)

- CPCCSV6008A* Apply building codes and standards to buildings up to three storeys
- CPCCSV5011A* Apply building codes and standards to residential buildings
- BSBCOM603B Plan and establish compliance management systems
- BSBDIV601A Develop and implement diversity policy
- BSBFIM601A Manage finances
- BSBINM601A Manage knowledge and information
- BSBMGT608B Manage innovation and continuous improvement
- BSBMGT617A Develop and implement a business plan
- BSBMKG609A Develop a marketing plan
- BSBOHS601B Develop a systematic approach to managing OHS
- BSBRKG601B Define recordkeeping framework
- BSBRSK501A Manage risk
- BSBSUS501A Develop workplace policy and procedures for sustainability
- PSPGOV602B Establish and maintain strategic networks

*Note that the Construction Industry units can only be included in the qualification as assessment only. Training is not given for these units. This means that you will be using these skills fairly extensively during the course of your employment and will be able to provide evidence of your competency.