



Evidence Guide

BSB60420 Advanced Diploma of Leadership and Management

This guide describes the types of documentation that must be provided and how to submit the evidence.

Evidence required

Personal Information		
1a	Resume or CV	A description of your work history and experience from your recent leadership and management based roles (within the last five years would be ideal)
1b	Position description	A description of your current roles and responsibilities, as they relate to leadership and management
1c	Qualifications	A copy of any previous qualifications you have attained (both front page and back page with transcript)
1d	Leadership and management professional development	Copies of any relevant documentation relating to leadership and management professional development that you have undertaken
1e	Personal performance review and development plan	<p>A personal performance review and development plan conducted on you. This may include feedback on:</p> <ul style="list-style-type: none"> • Your ability to lead and manage others • Review on your performance within your leadership role (e.g. KPIs) • What you've done well • What needs improvement • A personal development plan that includes relevant goals and objectives over a defined period

People leadership across the organisation

2a	Performance reviews and development plans	Two personal performance reviews and development plans conducted by you for at least two different individuals (a total of 4). These must include feedback on: <ul style="list-style-type: none"> • Review on their performance • What they've done well • What needs improvement • A personal development plan that includes relevant goals and objectives over a defined period
2b	Difficult conversations	Evidence of two instances where you have had difficult conversations/meetings with others (e.g., performance management of a team member). This may include: <ul style="list-style-type: none"> • Notes before the conversation/meeting (e.g., meeting agenda, diary notes etc.) • Notes from the conversation/meeting itself (e.g., meeting minutes, counselling form, written warning etc.)
2c	Position descriptions	Position descriptions of two team members that you manage

Business plan

A business plan is a formal written document which generally contains the goals of a business, the methods for attaining those goals, and the timeframe required to achieve those goals.

3a	Business plan	A business plan, which includes: <ul style="list-style-type: none"> • Description of the business • Products and services • Financial, physical and human resource requirements • Regulatory requirements • Marketing strategy • Financial indicators • Productivity and performance targets for key result areas
3b	Monitoring Business plan	Evidence of any reports/reviews that you use to assess the performance of your organisation/area of work , as it relates to your business plan (e.g. weekly/monthly/quarterly review, reports to the board/management)

Communicating with influence

For this section, you need to participate in and lead at least two meetings with at least two other people in each meeting (one of which must include critical and creative thinking to solve a relevant complex problem within your workplace)

4a	Scheduling meeting attendees	Evidence of you organising and inviting others to the meeting (for example, email, screenshots of Outlook, Google Meet, Zoom, Teams etc.)
4b	Meeting agendas	Meeting agendas (these could be included as part of 4a , or they may be separate documents)
4c	Meeting minutes	Meeting minutes, notes, summaries or action items arising from the meetings, and evidence of these being sent to the participants
4d	Departmental update meeting	<p>Presentation 1 – anything relating to your area of responsibility. Including but not limited to reporting KPIs, updates, news, new opportunities. You will need to provide an opportunity for others to ask questions. Examples of this might include:</p> <ul style="list-style-type: none"> • PowerPoint presentation • Any other documents presented at the meeting • If you use online meeting tools (e.g. Traction, Slack, Trello etc.), screenshots will be useful) • Audio or audio-visual evidence of the meeting, such as Teams, Zoom, Skype recordings
4e	Change/opportunity meeting	<p>Presentation 2 – provide a presentation around an area of change/opportunity within the workplace. You must explain the importance of critical thinking, present this to the group, facilitate group discussion/brainstorming on the topic, ask for feedback and summarise key findings. Examples of this might include:</p> <ul style="list-style-type: none"> • PowerPoint presentation • Any other documents presented at the meeting • If you use online meeting tools (e.g. Traction, Slack, Trello etc.), screenshots will be useful) • Audio or audio-visual evidence of the meeting, such as Teams, Zoom, Skype recordings

Innovation, continuous improvement and managing change

5a	Innovation	A business case or review that you have created to innovate and improve a key system or process within the organisation (e.g. CRM, accounting system, payroll, performance reporting, answering phone etc.)
5b	Change management	Change management project plan that you have created for the area in your organisation that required change, which includes: <ul style="list-style-type: none"> • Resource requirements • Risk management • Timelines • Communication plan
5c	Communication	Evidence of communicating the plan to relevant stakeholders (e.g. emails, meeting minutes etc)
5d	Plan Performance	Review on the performance of the change management project plan (e.g. review, report, email etc)

Business risk (elective unit)

6a	Business risk management plan	Evidence of a business risk management plan which you have developed or created , which features an analysis of information from a range of sources to identify the scope and context of the risk management process, including: <ul style="list-style-type: none"> • Stakeholder analysis • Political, economic, social, legal, technological and policy context • Current arrangements • Objectives and critical success factors for the area included in scope • Risks that may apply to scope
6b	Business risk register	A business risk register, which must include the following: <ul style="list-style-type: none"> • The identification and assessment of business risks • Risk treatment actions and priorities • Monitoring arrangements

Qualification Description

This qualification reflects the role of individuals 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 various sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Packaging Rules

This qualification consists of 10 units – 5 core units and 5 elective units.

Core Units	
BSBCRT611	Apply critical thinking for complex problem-solving
BSBLDR601	Lead and manage organisational change
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBSTR601	Manage innovation and continuous improvement

Elective Units	
<i>Typical elective units may include:</i>	
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development
BSBXCM501	Lead communication in the workplace
BSBOPS504	Manage business risk

This is a nationally recognised qualification. For more information, please visit:

<https://training.gov.au/Training/Details/BSB60420>

Need help?

Feel welcome to contact us anytime:

admin@knowledgeaccess.com

Phone 1300 552 953