



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TAE80210 Vocational Graduate Diploma of Management (Learning)**

**Revision Number: 1**

## **TAE80210 Vocational Graduate Diploma of Management (Learning)**

### **Modification History**

Not applicable.

## Description

### Descriptor

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. In these roles they are required to generate and evaluate complex ideas; and to 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.

### Job roles

Job roles and titles vary across different industry sectors. Possible job titles and roles relevant to this qualification include:

- general manager human resources
- general manager/head of school registered training organisation (RTO)
- director, workforce planning and development
- learning and development senior consultant
- manager, learning and change management
- manager, learning and development.
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## Pathways Information

### Qualification pathways

#### *Prerequisite requirements*

There are no prerequisite requirements for individual units of competency.

#### *Pathways into the qualification*

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake study at graduate level, including:

- with a relevant Diploma or Advanced Diploma, or a relevant Certificate III or Certificate IV together with significant relevant vocational practice
- with a higher education qualification, together with relevant vocational practice
- with the related TAE70210 Vocational Graduate Certificate in Management (Learning), which will credit as four elective units towards this qualification (a candidate with this related qualification will be required to successfully complete the two core units and two further elective units to meet the requirements of TAE80210 Vocational Graduate Diploma of Management (Learning))
- with extensive relevant vocational practice, without formal qualifications.

Examples of job roles include:

- learning and development consultant
- manager/head of department, registered training organisation (RTO)
- organisational learning and leadership manager
- training manager
- workforce capability development leader

- workforce planner
- educational professional working within an RTO
- manager providing research or information related to career development.
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## **Licensing/Regulatory Information**

### **Licensing, legislative, regulatory or certification considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### TAE80210 Vocational Graduate Diploma of Management (Learning)

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• consulting with stakeholders and undertaking advocacy for target groups</li> <li>• developing collaborative relationships and cultivating new and existing partnerships</li> <li>• reading and interpreting structurally intricate texts</li> <li>• using conflict resolution and negotiation skills, and applying techniques and tools to identify and change thinking and practice</li> <li>• using highly developed interpersonal and language skills to model and encourage collaborative thinking</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• building trust, confidence and respect of diverse groups and individuals</li> <li>• creating a collective responsibility for innovation and changes in practice to respond to client needs</li> <li>• cultivating collaborative and participative work relationships</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• developing strategies to maximise the asset value of human resources</li> <li>• promoting changes to thinking, practice and learning strategies using a range of tools and techniques</li> <li>• researching trends in the industry and analysing research information</li> <li>• securing data and records</li> <li>• systematically evaluating strategic outcomes</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• applying a range of concepts and principles to develop a learning strategy</li> <li>• conducting situational analyses</li> <li>• encouraging learning via an active learning partnership</li> <li>• promoting innovation and entrepreneurial thinking, and exploring and identifying innovation activity and needs in a given context</li> <li>• identifying emerging business opportunities</li> <li>• shaping strategic thinking and inspiring others through a shared</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
	<ul style="list-style-type: none"> <li>vision</li> <li>• using creativity in coaching and mentoring techniques</li> <li>• using influencing strategies</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• determining the relationship between human capital and organisational requirements</li> <li>• establishing rules and procedures, and reporting on programs as required</li> <li>• framing research strategies in consideration of available resources</li> <li>• maintaining currency and relevance of information</li> <li>• planning and developing people, including career development and human capital that links to performance and organisational learning imperatives</li> <li>• planning, developing and implementing a mentoring program</li> <li>• prioritising and implementing strategies for deploying human capital</li> <li>• reviewing performance of resources and people</li> <li>• setting business targets and identifying resource requirements</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• acting as a role model in the workplace</li> <li>• complying with legislative requirements, codes of practice and organisational policies and procedures</li> <li>• conducting activities ethically, cooperatively and respectfully</li> <li>• demonstrating professionalism in all aspects of work</li> <li>• leading sustainable innovative practices</li> <li>• maintaining professional standards</li> <li>• maintaining self-efficacy and promoting personal reflection on own leadership styles and approaches</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• assisting an organisation to harness learning to achieve improved capabilities and sustainable outcomes</li> <li>• conducting career development sessions</li> <li>• contributing to the learning of others by developing organisational learning strategies</li> <li>• developing, reviewing and updating career plans with individuals and groups</li> <li>• forming partnership learning programs</li> <li>• inducting mentors and mentees</li> <li>• reflecting upon and evaluating personal leadership style, and personal and professional competencies</li> <li>• seeking expert advice on behalf of others</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• analysing and implementing technological and system requirements</li> </ul>

## EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

	<ul style="list-style-type: none"> <li>• reviewing and implementing improved electronic business systems, sales, and network and learning technology within the organisation</li> <li>• selecting suitable technology and technical services</li> <li>• using a wide range of online and computer-based technologies</li> <li>• using agreed technology</li> <li>• using basic desktop applications to manage the contribution of learning to human capability enhancement (capital value)</li> <li>• using recordkeeping and reporting systems</li> <li>• using technology to discover, access, store, manage and report on research</li> </ul>
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## Packaging Rules

### Packaging Rules

**Total number of units = 8**

**2 core units *plus***

**6 elective units**

At least **4 of the elective units** must be selected from the elective units listed below. Up to **two elective units** may be selected from the elective units listed below or any other currently endorsed Training Package or accredited course. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

#### Core units

BSBINN801A Lead innovative thinking and practice

BSBRES801A Initiate and lead applied research

#### Elective units

##### Financial management

BSBFIM701A Manage financial resources

**Packaging Rules****Innovation**

BSBINN501A Establish systems that support innovation

OR

BSBINN601A Manage organisational change

**IT building and implementation**

BSBITB701A Implement advanced electronic technologies

**Learning and development**

BSBLED701A Lead personal and strategic transformation

BSBLED702A Lead learning strategy implementation

TAELED703A Implement improved learning practice

TAELED704A Review enterprise e-learning systems and solutions  
implementation

BSBLED705A Plan and implement a mentoring program

BSBLED706A Plan and implement a coaching strategy

BSBLED707A Establish career development services

BSBLED708A Conduct a career development session

BSBLED709A Identify and communicate trends in career development

BSBLED710A Develop human capital

**Management**

PSPHR616A Manage performance management system

OR

PSPMNGT614A Facilitate knowledge management

**Relationship management**

BSBREL701A Develop and cultivate collaborative partnerships and  
relationships

**Selecting elective units for different outcomes**

The context for this qualification varies and this must guide the selection of elective units. Examples of appropriate elective units for particular outcomes follow.

## Packaging Rules

For specialisation in a **leadership and management role** in an RTO or **human resource development** (HRD) operational area, selection from the following elective units of competency is recommended.

- BSBINN601A Manage organisational change
- BSBLED701A Lead personal and strategic transformation
- BSBLED702A Lead learning strategy implementation
- BSBREL701A Develop and cultivate collaborative partnerships and relationships
- PSPMNGT614A Facilitate knowledge management
- TAELED703A Implement improved learning practice

For specialisation in **organisational learning and leadership of workforce capability development**, selection from the following elective units of competency is recommended.

- BSBFIM701A Manage financial resources
- BSBITB701A Implement advanced electronic technologies
- BSBLED705A Plan and implement a mentoring program
- BSBLED706A Plan and implement a coaching strategy
- BSBLED710A Develop human capital
- PSPHR616A Manage performance management system
- PSPMNGT614A Facilitate knowledge management
- TAELED704A Review enterprise e-learning systems and solutions implementation

For specialisation where managers provide research or information related to **career development**, selection from the following elective units of competency is recommended.

- BSBLED707A Establish career development services
- BSBLED708A Conduct a career development session
- BSBLED709A Identify and communicate trends in career development

## Unit Grid

BSBFIM701A Manage financial resources  
 BSBINN501A Establish systems that support innovation  
 BSBINN601A Manage organisational change  
 BSBINN801A Lead innovative thinking and practice  
 BSBITB701A Implement advanced electronic technologies  
 BSBLED701A Lead personal and strategic transformation

BSBLED702A Lead learning strategy implementation  
BSBLED705A Plan and implement a mentoring program  
BSBLED706A Plan and implement a coaching strategy  
BSBLED707A Establish career development services  
BSBLED708A Conduct a career development session  
BSBLED709A Identify and communicate trends in career development  
BSBLED710A Develop human capital  
BSBREL701A Develop and cultivate collaborative partnerships and relationships  
BSBRES801A Initiate and lead applied research  
PSPHR616A Manage performance management system  
PSPMNGT614A Facilitate knowledge management  
TAELED703A Implement improved learning practice  
TAELED704A Review enterprise e-learning systems and solutions implementation