



BSB60120

ADVANCED DIPLOMA OF BUSINESS

CRICOS COURSE CODE: 106898E



ABOUT THIS COURSE

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

LICENSING/REGULATORY INFORMATION:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE DURATION:

This course is delivered over a period of one (1) year.
The course duration is:

52 Weeks of Course duration consisting of:

- ✓ 40 Weeks of scheduled study/tuition (4 terms of 10 weeks each)
- ✓ 12 weeks of scheduled breaks (4 breaks of 3 weeks)

NOTES

1. A minimum of 20 contact hours per week of study/tuition have been scheduled by Australian College of Management and Innovation – to ensure students meet their student study Visa conditions.
2. The course duration may vary for students who have been granted Credit Transfer (CT) or Recognition of Prior Learning (RPL) towards this course (e.g., students having completed any units in a previous course/qualification).
3. There is no work placement requirement for this course.

COURSE FEES:

Tuition Fees: AUD 10,500

Course Material Fees: AUD 500

Application Fee is non-refundable: AUD 250

Note: The Course Material Fees cover the equipment and resources used in the delivery of this course.



COURSE DETAIL

DELIVERY METHODS

This course is delivered face to face and is classroom-based. All units are delivered and assessed using a combination of the following instructor-led methods; face to face in a classroom, in a simulated business environment and accessing learning and assessment resources via an approved E-Learning platform.

ENTRY REQUIREMENTS

To ensure an appropriate learning opportunity, candidates need to demonstrate a capacity to undertake study at Advanced Diploma level, this can be demonstrated via the following:

English Language Requirements (International Students):

IELTS Academic 6.0 Or PTE Academic Test Score of minimum 50 in each component or others equivalent (e.g., TOEFL, ISLPR, CSWE, General English, EAP) English language test scores.

Academic Level: Year 12 or equivalent high school certificate.

Minimum Age: 18 years or over at the time of commencement.

Note: Students who do not meet the minimum English requirement for this course will need to package this course with an appropriate English Course before they can proceed into this course/qualification.

RECOGNITION OF PRIOR LEARNING (RPL) / CREDIT TRANSFER (CT)

Australian College of Management and Innovation provides Recognition of Prior Learning (RPL) and Credit Transfer (CT) opportunities to all students. Students may apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT) prior to enrolment or at any time during their studies if they find that they have an existing competency or prior learning in any of the units offered in this course.

ASSESSMENT

Each unit will be assessed using a combination of assessment resources and tools which may include; compiling portfolios, generating reports, Scenarios, role-plays, demonstrations/observations within simulated Business/workplace environment, case studies, questions and answers.

LANGUAGE, LITERACY AND NUMERACY (LLN) SUPPORT

For all students, LLN is key underpinning skill that will support each individual's vocational learning, the development of their employability skills and their workplace communication skills whatever level of course or training they are doing. Accordingly, Australian College of Management and Innovation has a Language, Literacy and Numeracy (LLN) policy to guide the student support process with LLN.

TRAINING PACKAGE RULES

To attain BSB60120 Advanced Diploma of Business, 10 units must be achieved:

- ✓ 5 Core units; plus
- ✓ 5 elective units

Unit Code and Title		Core / Elective
BSBCRT611	Apply critical thinking for complex problem	CORE
BSBINS601	Manage knowledge and information	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBOPS601	Develop and implement business plans	CORE
BSBTWK601	Develop and maintain strategic business networks	Elective
BSBTEC601	Review organisational digital strategy	CORE
BSBCMM511	Communicate with influence	Elective
BSBFIN601	Manage organisational finances	CORE
BSBPEF501	Manage personal and professional development	Elective
BSBSUS601	Lead corporate social responsibility	Core

ACADEMIC PATHWAYS

Pathways for the students who have successfully completed the BSB60120 Advanced Diploma of Business are the following:

A Bachelor of Business and/or Management, or

Enrol in another relevant course within an Australian University

Australian College of Management and Innovation shall provide students with the required information regarding their pathway options as a part of student support.

Note: As each unit is delivered as a standalone unit, students who do not successfully achieve competency in all of the required 10 units for this qualification/course, will not be awarded this qualification. However, students who successfully achieve competency in some units of this qualification can be issued with a Statement of Attainment for those individual units.

REQUIRED RESOURCES

Students will have access to all the necessary resources such as lecture rooms, student amenities, free wi-fi internet connection, library access, and course learning materials to enhance their learning experience and complete their assignments.