Name of Training package: Business Services  
Training Package Code: BSB  
Name of Qualification: Advanced Diploma of Business  
Qualification Code: BSB60215  
CRICOS Course Code: 087522K

Purpose of the Course:
The purpose of this qualification is for people with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Entry Requirements:
• Students must be over 18 years of age,
• Students must have completed an overseas equivalent of Year 12  
• Proficient in English. International students need an IELTS level of 6.0 overall with no individual band lower than 5.5, or a TOEFL 550 (paper PBT) 78 (computerised) or proof that the medium of instruction at school has been in English with a satisfactory grade in English in final examinations.
• To be able to read and comprehend course requirements
• Have an intermediate to advanced level of understanding of computers and the internet

Nominal Duration:
Total duration of the course is 20 hours per week for 104 weeks including 7 x 10 week terms, 1 x 12-week term and 22 weeks’ holiday.

This course is only offered as a full-time only and is not offered part-time or by distance education.

Delivery Location
• Level 2 & 7, 16 – 18 Wentworth Street, Parramatta, NSW, 2150

Course Fees:
Tuition Fee: $20,000  
Enrolment Fee: $150  
Material and Equipment Fee: $500
Total Fees: $20,650

Note: Some fees are non-refundable and fees may change without notice. See the enrolment form for fee refund policy details of refund arrangements and conditions and please check out web site or contact the college prior to enrolment to ensure fees are correct.

Delivery Strategy:
This program is delivered totally within an institution-based environment. This mode of delivery will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects.

Throughout the entire training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. These materials will be sourced from a variety of commercial providers such as IBSA, SmallPrint Australia and will also be developed in-house.

Assessment Strategy:
Evidence is the term used to describe the information used to gain competency in each section of the course. It can be gathered in a variety of ways and the Trainer/Assessor will use a combination of these methods throughout and at the conclusion of the learning program. In some situations, the trainer/assessor will have number of different types of assessment activities to choose from and will be required to conduct a minimum of two or more assessments to judge competency in certain units.

Due to the nature of some units the number of assessment required will vary and the trainer/assessor will inform the students of the number being undertaken. The assessment matrix identifies the type of evidence that will be collected to enable judgments to be made about student’s success in units of competency. Assessments are conducted at various points through out a unit. It is at the discretion of the trainer/assessor as when these occur. This decision is based upon when an agreement is reach between both the trainer/assessor and the individual student.

Assessment methods may include:
- Role-plays
- Written examinations
- Written/Verbal questioning
- Case studies
- Practical Projects
- Research Reports
- Assignments used to assess required skills and knowledge

**Assessment Outcome:**
Students will be marked either Competent (C) or Not Yet Competent (NYC) for each unit of competency.

**Customisation and Contextualisation:**
This program has been designed to provide the best outcome for those seeking this qualification and to enable them to work in a variety of financial environments. The program and its learning and assessment materials maybe subject to customisation and contextualisation to suit the needs of individual clients where these needs have been identified and will be conducted in consultation with the relevant individual.

**Recognition of Prior Learning:**
Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained.

To gain RPL you will need to contact the college for our RPL kit which will guide you through the process of presenting your evidence to us. RPL will only be granted before the start of the course, or within the first two weeks of starting of the course.

RPL can be applied for by overseas students with the following conditions:
- You are still required to attend full-time study
- The duration of the course is reduced affecting your Confirmation of Enrolment with DIBP (Department of Immigration and Border Protection)

There is a fee for the RPL service which is detailed in the RPL kit

**Training Pathways:**
This qualification will provide a pathway to business qualifications in Higher Education Institutions
Employment Pathways:
Career possibilities may include:

- Senior Administrator
- Senior Executive
- Executive Officer

Course Objectives and Outcomes
On successful completion of this qualification students will be able to:

- Manage:
  - Recruitment, Selection and Induction processes
  - Payroll
  - Business document design and development
  - Knowledge and information
  - Marketing processes
  - Finances

- Develop:
  - Marketing plans
  - Business plans
  - Advertising campaigns

- Contribute to organisational development
- Lead and manage organisational change
- Undertake project work
- Address customer needs
- Make a presentation
- Build and sustain an innovative work environment

Qualification Awarded:
Upon the successful completion of all Units of Competency for this qualification participants will be issued with a BSB60215 Advanced Diploma of Business.

For partial completion of this qualification, students will be issued with a Statement of Attainment indicating completed Units of Competency.
Course Structure:
To successfully complete the BSB60215 Advanced Diploma of Business students are required to complete sixteen units of competency consisting of the units as listed below.

Subject Code: AVB501
- BSBINN502 Build and sustain an innovative work environment
- BSBPMG522 Undertake project work

Subject Code: AVB502
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBFIM502 Manage payroll

Subject Code: AVB503
- BSBADM506 Manage business document design and development
- BSBWRT501 Write a persuasive copy

Subject Code: AVB504
- BSBCUS402 Address customer needs
- BSBCMM401 Make a presentation

Subject Code: AVB601
- BSBMGT609 Develop a marketing plan
- BSBMKG603 Manage the marketing process

Subject Code: AVB602
- BSBADV602 Develop and advertising campaign
- BSBINM601 Manage knowledge and information

Subject Code: AVB603
- BSBMGT615 Contribute to organisational development
- BSBINN601 Lead and manage organisational change

Subject Code: AVB604
- BSBFIM601 Manage finances
- BSBMGT617 Develop and implement a business plan