



Australian Business Management

BSB60215 – ADVANCED DIPLOMA OF BUSINESS

CRICOS Course Code: 0101832

This qualification reflects the role of individuals 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.

More information is available via the My Skills Website:

<https://www.myskills.gov.au/courses/details?Code=BSB60215>

Job roles

- Senior Administrator
- Senior Executive
- Executive Manager / Director

Entry Restrictions

Students must be 18 years of age at the time of enrolment.

Entry Requirements

- Students must be over 18 years of age.
- Students must have completed an overseas equivalent of Year 12 or higher qualification.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - Educated for 5 years in an English-speaking country; or



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- Completed at least 6 months of a Certificate IV level course in an Australian RTO; or
- Successful completion of an English Placement Test

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

ABM uses education agents for recruitment of overseas students, for more information, please visit our website at www.abm.edu.au or refer to international student handbook.

Delivery and Assessment arrangements

Total number of units of competency (subjects) required to receive this qualification is 8, comprising of 8 elective units. These are listed on the following page.

The majority of components for this course, delivery and assessment, will be delivered during the course however learners are required to continue their study off site to ensure they gain a comprehensive understanding of the topic within each unit of competency. Students are expected to spend 50 hours per unit, studying off site.

Course duration

The Advanced Diploma of Business is offered over 18 months, equating to 78 weeks, including 18 weeks holidays. This will be split into six 10-week terms. You will receive an orientation from your trainer within one week of your enrolment.

Course schedule and structure

Please contact Australian Business Management for the next intake date. Note that any changes to the course, agreed services or to this time requirement will be communicated to the students.



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Course Structure

Code	Title	Core or Elective
BSBADV602	Develop an advertising campaign	Elective
BSBMGT615	Contribute to organisation development	Elective
BSBMKG603	Manage the marketing process	Elective
BSBMKG608	Develop organisational marketing objectives	Elective
BSBMKG609	Develop a marketing plan	Elective
BSBFIM601	Manage finances	Elective
BSBMGT617	Develop and implement a business plan	Elective
BSBMGT605	Provide leadership across the organisation	Elective

Resources

Facilities and Equipment

- Training rooms, including desks, chairs, whiteboard, and overhead projector.
- Computers with Microsoft Office and access to the Internet.
- Learning and assessment materials as outlined in this TAS.

In addition, all students who are undertaking the BSB60215 Advanced Diploma of Business must have the following resources while in class.



- A laptop or computer that is installed with Microsoft Office or similar.

Assessment

Assessment is competency based. Students are required to complete written and practical tasks, which reflect the requirements of the units of competency and current workplace practices. Assessment is continuous throughout the duration of the course.

Completed and submitted work will be assessed within ten (10) working days and feedback provided to the student as soon as possible thereafter. Where the student's work is assessed to be not yet satisfactory, he / she will be provided with additional advice, coaching or tutoring and the opportunity to re-submit the work with a view to having it assessed as satisfactory.

Feedback and information regarding the student's competency, progress and study will be provided by the facilitator on a regular and ongoing basis. Ongoing support is also available to all learners and will be provided as soon as a need is identified.

Student Support

To maximise the chance of students successfully completing their training, Australian Business Management will identify any support individual students need prior to their enrolment and provide access to that support throughout their training. This will be done using both the Enrolment Form, and a Pre-Enrolment Form, that students are required to fill in.

The aim of both documents is to provide any support that may be required. This could include:

- Language, Literacy and Numeracy (LLN) support;
- Assistive Technology
- Additional Tutorials, and / or
- Other mechanisms, such as assistance in using technology for online delivery components.





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Where this support attracts an additional cost to the student, Australian Business Management will make this clear prior to accepting the student's enrolment. If there are limitations to the support Australian Business Management is able to provide, these limitations will be made clear in information provided to a potential student.

Where Australian Business Management identifies required support, such as literacy or numeracy, English or other language barriers or physical capabilities, and it cannot provide such support directly, it will refer the student to a third party. The costs of such third-party support will be the responsibility of the individual.

Where Australian Business Management is not capable of offering an environment suitable for the needs of a student with specific identified needs, it will inform them accordingly and may direct the student to a provider that can, and thus will not process their enrolment.

Fees and charges

Total Course Fee is AUD\$18,550 comprising

- *Enrolment Fee - AUD\$250.00 (non-refundable)*
- *Student Resources – textbooks and printed notes - AUD\$300.00*
- *Tuition Fees - AUD\$18,000.00*
- *For additional fees please refer to the International Student Handbook*

Payment schedule

On enrolment: Applicants are required to pay \$250 non-refundable enrolment fee + \$300 material fee + \$1,000 tuition fee = Total \$1,550.

During the course: 17 subsequent payments of \$1,000 will be made at monthly intervals.



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Delivery Mode and Location

The training program is delivered using blended delivery (face to face/online platform) and self-paced learning to provide a rich and engaging learning experience. Face to face training and assessment will be delivered at Level 5, 579 Harris Street, Ultimo NSW 2007 by way of classroom.

Prior and existing Skills

It is important that you inform and advise Australian Business Management, prior to enrolment, about any existing skills and prior knowledge and education, to ensure they can provide you with the appropriate structure and support during the course.

Credit Transfer and Recognition of prior learning (RPL)

Credit transfer is available for completed past studies in areas related to the qualification that participants plan to enrol in. Participants are advised of the process of applying for credit transfer and assisted by the Trainer / Assessor to apply.

Candidates who believe they have already obtained current skills and knowledge that would otherwise be covered in the qualification / unit of competence for which they intend to attain, but have no formal prior learning, should apply for RPL at the time of enrolment. The candidate's skills and knowledge will be assessed and validated, and where appropriate, units of competency acknowledged, and face-to-face training reduced.

The recognition of prior learning procedure will be made known to you at the time of enrolment. If you can demonstrate competency through provision of sufficient, current, valid and authentic evidence of work experience, life skills, and study or via other evidence, then you may be granted RPL for that unit of competency.





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Pathways to Further Study / Career Opportunities

There are many pathways a graduating student could follow after achieving the Advanced Diploma of Business. Candidates may undertake further Higher Education studies or proceed with studies related to their vocation. Information will also be provided to students on further training options available to them to further enhance their skill set such as the Bachelor of Business or other related qualifications.

Course Completion and Outcomes

Students obtaining a 'competent' result for all listed competencies will be issued, by Australian Business Management, a nationally recognised award for the **BSB60215 Advanced Diploma of Business**. Australian Business Management will issue the Certification within 30 days of the student being deemed competent in all units they are enrolled in. Students, who do not complete the required 10 units of competency to achieve the Advanced Diploma, will receive a Statement of Attainment for those units that they have successfully completed.

Complaints and Appeals

Australian Business Management has a complaints and appeals procedure to provide students with a fair and equitable process for resolving any complaints or appeals they may have. For more information, please refer to the International Student Handbook.

Additional Information

Please read the International Student Handbook prior to enrolment as this contains valuable information about Australian Business Management. For further information, please contact the college and to enrol please go to www.abm.edu.au and apply directly from the website. Alternatively, you may contact the



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