

# Advanced Diploma of Business

## BSB60215



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. This 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.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

**Common positions that may be suited with this qualification are:**

- < **Supervisor**
- < **Manager**

### COURSE REQUIREMENTS:

#### DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

#### INTERNATIONAL

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 162 or
- must have an OET score of B for each component
- Completed year 11 or equivalent

### TRAINING DELIVERY:

Classroom delivery: Face to face training and Practical Placement.

Please note that the assessment methods for this course includes Theory component and mandatory practical placement component of 120 hours. You must complete placement hours to be able to achieve the competency in the units and successfully complete the course

Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

### DURATION:

- Domestic: 29 weeks
- International: 29 weeks

**Domestic students:** ☎ 13 13 89

**International students:** 📞 +61 3 9450 0500

Please see over for Units of Study

# Units of Study



## Units of study

Students will need to complete 8 Units of Competency, consisting of all 8 Electives.

(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
ELECTIVES	
BSBHRM602	Manage human resources strategic planning
BSBINN601	Lead and manage organisational change
BSBMGT617	Develop and implement a business plan
BSBMKG609	Develop a marketing plan
BSBFIM601	Manage finances
BSBINM601	Manage knowledge and information
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT605	Provide leadership across the organisation

## RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply for recognition of prior learning, academic credit and work experience towards this qualification.

Detailed information is available on the ETEA website [www.etea.edu.au](http://www.etea.edu.au)

## FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at [www.etea.edu.au](http://www.etea.edu.au)

## GOVERNMENT FUNDING:

You may be able to access government funding if you meet the eligibility criteria.

To check if you are eligible visit [www.etea.edu.au](http://www.etea.edu.au)



**FURTHER INFORMATION**  
Visit our website or contact your  
closest office for further information.

[www.etea.edu.au](http://www.etea.edu.au)



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