

Advanced Diploma of Business

BSB60120



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: 52 weeks
- International: 52 weeks including break

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	
BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
ELECTIVES	
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBOPS504	Manage business risk

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

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

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



FURTHER INFORMATION
Visit our website or contact your
closest office for further information.
www.etea.edu.au



ADELAIDE
Level 2 East, 50 Grenfell Street,
ADELAIDE SA 5000
Tel: +61 8 8150 9500

MELBOURNE
Head Office
Level 1, 113 Burgundy Street,
HEIDELBERG VIC 3084
Tel: +61 3 9450 0500

PERTH
Unit 4, 78-84 Catalano Circuit
Canning Vale WA 6155
Tel: +61 8 6350 9400

SYDNEY
21 Argyle Street.
Parramatta NSW 2150
Tel: +61 2 9260 0400