

Advanced Diploma of Business

Course Outline

This qualification reflects the role of individuals in Business Services job roles who have general management accountabilities. Individuals carry out complex tasks in a specialist field, may undertake technical research and analysis, and often contribute to setting strategic direction for a work area. The qualifications are suited to individuals responsible for supervising and leading a team or work area, including managing staff performance and making staff decisions. At Innovative Institute of Australia, delivery is contextualized through contemporary business scenarios, strategic planning, projects and workplace simulations.

Educational Pathway

Successful graduates may progress to bachelor-level business, management or related higher education qualifications or other relevant further studies, subject to the receiving institution's admission and credit policies.

It is not, however, intended to indicate that an individual will gain immediate employment upon completion of this qualification.

Employment Pathway

Potential employment outcomes may include senior business, operations, management, strategic planning, business improvement, organizational change, innovation and related roles, subject to experience and employer requirements.

It is not, however, intended to indicate that an individual will gain immediate employment upon completion of this qualification.

Entry Requirements

The **BSB60120 Advanced Diploma of Business** has formal entry requirements specified in the BSB Business Services Training Package. Entry is limited to applicants who have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions), or who have two years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

However, Innovative Institute of Australia has established the following admission requirements to ensure that learners possess the academic capability, English language proficiency and digital literacy necessary to successfully undertake this qualification.

- Successfully completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or have two years' equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- Minimum age: 18 years and above at the commencement of the course
English requirement: equivalent to an **IELTS (General or Academic Overall) 6.0 with no individual band score less than 5.0.**

IELTS (Academic or General) Overall	PTE Academic	TOEFL iBT	Cambridge English (CAE/C1 Advanced)	ELICOS (General English)
6.0 (No band less than 5.0)	50	64	169	N/A
5.5	42	46	Not accepted	10 weeks
5.0	36	35	Not accepted	20 weeks

Note:

- Results older than two years are not acceptable (for offshore applicants).
- Student visa applicants must meet any English language evidence requirements determined by the Department of Home Affairs under the current Student visa evidence framework. Visa evidence requirements and exemptions are separate from the Institute's admission requirements and may change from time to time. Applicants should refer to the Department of Home Affairs' current Student visa requirements www.homeaffairs.gov.au.
- Additionally, a learner is required to:
 - ✓ Complete the **Language, Literacy, Numeracy and Digital Skills (LLND)** test prior to the commencement of the course.
 - ✓ Complete the Pre-Training Review, which aims to identify training needs through questions on previous education or training, relevance of the courses to the learner and relevant experience. Based on the outcomes of the pre-training Review, the Institute will advise each prospective learner whether the training product is suitable for them and identify any training or support needs before enrolment.
- As this qualification incorporates digital technologies and online learning resources, learners are expected to have:
 - ✓ access to a computer or laptop with internet connectivity;
 - ✓ basic computer and digital literacy skills;
 - ✓ access to Microsoft Office or equivalent productivity software;
 - ✓ the ability to use email, web browsers

Course Duration

Course Duration	The course is delivered full-time over 64 calendar weeks, including 4 scheduled holiday breaks, for a total of 60 training weeks.
Contact Hours Per Week	Students are scheduled to undertake 20 course contact hours per training week. Scheduled course contact hours may include face-to-face classroom training, practical or simulated workplace training, and scheduled assessment activities, as applicable.

Course Structure

A total of 10 units of competency is required for BSB60120
Advanced Diploma of Business: **5 core units and 5 elective units.**

No	Unit Code	Unit	Status
1	BSBCRT611	Apply critical thinking for complex problem solving	Core
2	BSBFIN601	Manage organisational finances	Core
3	BSBOPS601	Develop and implement business plans	Core
4	BSBSUS601	Lead corporate social responsibility	Core
5	BSBTEC601	Review organisational digital strategy	Core
6	BSBINS601	Manage knowledge and information	Elective
7	BSBLDR601	Lead and manage organizational change	Elective
8	BSBSTR601	Manage innovation and continuous improvement	Elective
9	BSBWHS521	Ensure a safe workplace for a work area	Elective
10	BSBCMM511	Communicate with influence	Elective

Delivery Location

The Business program at Innovative Institute of Australia is held at our Main Campus:

- **1A Palmerston Grove, Oakleigh VIC 3166.**

This great location offers students:

- A short 6-minute walk to Oakleigh Station for easy public transport.
- Quick access to Oakleigh Central Shopping Centre with stores like Woolworths, Coles, and Chemist Warehouse.
- Plenty of nearby cafes and restaurants, especially in the popular Eaton Mall.
- Close to banks, medical clinics, and other useful services.
- Easy driving access via Princes Highway and Monash Freeway, with parking nearby.

Fees Information

Admission Fees (Non-refundable): \$250

Material/Resources Fees: \$750

Tuition Fees: \$11,000

Total Course fees: \$12,000

Assessment Methods

Assessment methods used for this qualification will provide a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Written Questions and Answers
- Projects
- Role-play Case Studies
- Observations

At the beginning of each unit, trainers will outline the assessment tasks that must be completed.

RPL/Credit Transfer

At Innovative Institute of Australia, we are committed to recognising the value of your prior learning and qualifications. We offer:

- **Recognition of Prior Learning (RPL):** A formal assessment process that evaluates your existing skills and experience-gained through work, training, or life-to determine if they meet the requirements of specific course units.
- **Credit Transfer:** A process that grants recognition for equivalent units previously completed at other registered training organisations, without the need for reassessment. Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

These processes are conducted in line with the Standards for RTOs 2025, specifically Standard 1.6 and 1.7, and are available to all eligible students.

If you wish to apply for RPL or Credit Transfer, please notify the Institute at the time of enrolment. For detailed procedures and eligibility criteria, please refer to the Student Handbook, which outlines our policies on RPL and Credit Transfer. We ensure a transparent, supportive, and efficient pathway to help you achieve your goals sooner.

Tel: +61 404 280 909
(03) 9973 9110

Email: info@innovative.edu.au
admissions@innovative.edu.au

Website: www.innovative.edu.au
RTO: 455491|CRICOS:03807C