



RTO: 45549 CRICOS: 03807C

INNOVATIVE

INSTITUTE OF AUSTRALIA

BSB60120

ADVANCED DIPLOMA OF BUSINESS

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities. Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).



COURSE STRUCTURE

Participants need to complete Ten (10) units of competency, within the BSB Package at Advanced Diploma Level. This qualification has:

Core units = 5 Units

Elective units = 5 Units

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The duration of this qualification is 60 weeks, excluding 04 weeks term break or 1200 Hours (1000 for training and 200 for supervised Assessment Activities). The contact hours are 20 contact hours per week

ENTRY REQUIREMENTS

Age Requirements

Students must be of 18 years of age to apply

Academic Requirements

Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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.

English Proficiency

An IELTS level of 5.5 or equivalent for direct entry into a VET course or IELTS band score of 5.0 (Academic or general version) then satisfactory completion of ELICOS or ESL up to 20 weeks at upper intermediate level to be taken before the main VET course. Results older than two years are not acceptable

OR

Evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America

OR

Evidence that within two years of their application date, they have successfully completed Certificate IV or higher-level qualification from the Australian Qualifications Framework

OR

For level 1 countries students, they successfully complete the Language, Literacy and Numeracy (LLN) Test administered by Innovative institute of Australia.

PATHWAYS



EMPLOYMENT PATHWAY

Students completing BSB60120 Advanced Diploma of Business may enter workplace or continue current roles:

- Entrepreneurship
- Business Enterprise Manager
- Regional Manager
- Corporate services manager
- Business consultant



EDUCATIONAL PATHWAY

On completion of BSB60120 Advanced Diploma of Business , students may undertake qualifications at Advanced Diploma or above in business training package – for e.g. **Advanced Diploma of Business | Bachelor of Business**



EXIT PATHWAY

Students obtaining a competency for all units in this course will be awarded the full qualification BSB60120 Advanced Diploma of Business, including certificate and Record of results. Students not obtaining a competent result for all units in this course or leaving the course in middle will receive a **Statement of Attainment**. Indicating the actual number of units, they achieve competency



+61 3 8752 1453
+61 404 280 909



info@innovative.edu.au
accounts@innovative.edu.au



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VOLUME OF LEARNING

The AQF volume of learning of an Advanced Diploma is 1800 to 2400 hours or 1.5 year to 2 years.

Volume of learning may be adjusted depending upon the student cohort. If students have previous relevant experience, the total volume of learning may be reduced.

For this qualification:

- Delivery is face to face classroom based under supervision from a qualified trainer and assessor.
- Practical training and experience would happen in a simulated business environments allowing for training, practice and assessment to occur in an appropriate business environment.
- Students are also required to undertake unsupervised home study.

Face to face and simulated practical Learning-	1000Hrs
Supervised Assessment Activities-	200Hrs
Self-paced/Home Study (homework, assignments, case studies, research,)-	600Hrs
Total Amount of Learning-	1800Hrs

RPL /CREDIT TRANSFER

Students with prior learning and work experience can apply for RPL. Recognition of prior learning evidence must include some of the following:

- Work experience
- Life experience
- Previous study
- Professional development programs

Students who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

If you wish to apply for RPL or Credit Transfer, please notify the Institute at the time of enrolment

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.

CAMPUS / DELIVERY SITE

The Institute is very closely located to the heart of the city of Dandenong and its magnificent retail, cultural, dining and business districts.:

56 Robinson Street Dandenong, VIC 3175,
with significant public transport access for surrounding areas. Robinson Street is a busy street and has many small businesses and café's around. This location very close to Dandenong market, Dandenong town center and 700 meters from Metro station.

UNIT OF COMPTENCIES

Core units

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

Elective units

BSBINS601	Manage knowledge and information
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBAUD601	Establish and manage compliance management systems

FEE STUUCTURE

Admission Fees: (Non-refundable) : \$250

Material Fees: (Not restricted to books etc) : \$250

Tuition Fees : \$11500

Total Course fees : \$12000

Unless otherwise specified, Total course fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.

Note: Innovative Institute of Australia do not accept any advance fee above \$1500 at any given time.

LEARNER NEED AND STUDENT SUPPORT

Learner needs will be identified through enrolment form, face to face or over the phone interview, LLN and Pre-training review. It will help to establish the applicant skill and knowledge levels, their current employment and how that relates to the course content and interaction.

Where additional support needs have been identified an Individual Support Plan will be developed which may include:

- Language Literacy Numeracy Support
- Mentoring from trainers
- Additional classes, tutorials, and workshops
- Computer and technology support
- Reasonable adjustment to assessments

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.



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