

Domestic Students - 2018

ADVANCED DIPLOMA OF BUSINESS

Course Code: BSB60215

* This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training.

For further information, please visit our website at:

www.atmc.edu.au

Provider No.22158



**ARE YOU ELIGIBLE FOR
SKILLS FIRST COURSES?***



Campus	Melbourne
Training product status	Current
Duration	720 hours
Delivery mode	Face-to-face
Assessment mode	Combination of written and practical tasks
Fees*	<ul style="list-style-type: none"> \$800 For more information, please refer to 2018 statement of Fees (Victoria) - Skills First Program
Entry requirements	Students must undergo a Pre-Training Review with a Language Literacy & Numeracy (LLN) specialist where their suitability for this course will be determined. The Australian Core Skill Framework (ACSF) entry level for this course is approximately level 4
Possible pathway for further study	^Further Training pathways from this qualification may lead to relevant higher education qualifications
Possible occupational outcomes	Senior Administrator, Senior Executive

DESCRIPTION

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE CONTENTS/ UNITS OF COMPETENCY

BSBADV602	Develop an advertising campaign
BSBFIM601	Manage Finances
BSBMGT615	Contribute to organisation development
BSBMKG603	Manage the marketing process
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBINN601	Lead and manage organisational change
BSBHRM602	Manage human resources strategic planning

OTHER FEES AND CHARGES

Enrolment Fee (Non-refundable)	\$100
Material Fee	\$100
Repeat Unit Fee	\$300/unit
RPL Fee per theory unit	\$250/unit
Charge for lost ID Card	\$15
Charge for lost Certificate	\$30
Printing Cost	10 cents/page (B&W) 50 cents/page (colour)
A surcharge for for all credit card payments	3%

Individuals must meet the eligibility criteria to access government funding.

Quality Indicator Surveys

During studies, students may receive surveys. This helps ATMC towards continuously improving our training services and reporting our quality to the regulators. For students who enrol under the Skills First Program, please be advised that you may receive an invitation to participate in an NCVER survey, the Department's Annual Student Outcome Survey, Department endorsed project and/or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

*Tuition fees and other course related fees are not subject to change once a student has enrolled.

^Qualifications not offered at ATMC



AUSTRALIAN TECHNICAL AND MANAGEMENT COLLEGE (ATMC)

ATMC Melbourne Head Office & Lonsdale Street Campus

Level 2, 399 Lonsdale Street, Melbourne, VIC 3000, Australia

T: +61 3 8327 3100

Australian Technical and Management College Pty Ltd as trustee for Australian Technical and Management College Trust trading as Australian Technical and Management College

RTO No: 22158 CRICOS Provider No. 03013D ABN: 73 130 044 745