

BUSINESS

DOMESTIC STUDENTS

BSB60215 | Advanced Diploma of Business

Release 1 (25/03/2015)

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.

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| Location | 601 Bourke Street, Melbourne , VIC 3000 | |
| *Subject to variance depending on the time of enrolment | | |
| Duration | 52 weeks incl. holidays | |
| Total Tutition Weeks | 36 weeks | |
| Delivery and Assessment mode | Face-to-face; combination of theory, practical and/or project assessments | |
| Prerequisite / Entry requirements | <ul style="list-style-type: none"> • Completion of year 12 or equivalent. (Subject to the assessment and approval of ATMC Admission team.) • Applicants must be 18 years of age and above • Successful completion of Pre-training review (PTR) • LLN Level 4 | |
| Third-party arrangement | NIL | |
| Work-based training / Work placement | NIL | |
| Possible pathways for further study | Bachelor of Business (<i>Qualification not offered at ATMC</i>) | |
| Possible occupational outcomes | Business Analyst, Quarry Business Manager, Administrator, Senior Executive, Business Development Director | |
| Fees & Charges* | | |
| | Skills First Funding | Full Fee for service |
| Tuition fee | \$0 | \$6,000 |
| Gov Contribution | \$2,000 | \$0 |
| Administration fee | \$0 | \$100 |
| Materials fee | \$350 | \$350 |

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

This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training. Individuals must meet the eligibility criteria to access government funding.

Government funded concessions applies to Skills First Funding Tuition Fee only.

All equipment & resources are at student's expense

Units of Competency

CORE: This qualification has no core units

ELECTIVE:

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| SBADV602 | 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 |
| BSBINM601 | Manage knowledge and information |
| BSBHRM602 | Manage human resources strategic planning |

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.

