



BSB60215 Advanced Diploma of Business Administration

Course currency status: Current on www.training.gov.au

Course description:

This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team. They may or may not provide leadership and guidance to others with some limited responsibility for the output of others. They apply solutions to a defined range of unpredictable problems, and analyze information from a variety of sources. This course is designed for students who are not involved in a traditional traineeship and will be involved in both theory and practical training in a full time capacity to gain the qualification.

Duration:

This will be achieved by scheduling classes for 15 Hours per week over 37 weeks (face to face). This will be delivered by the following schedule:

- 2 days at 6 hours, 1 day at 3 hours

The other days of the week may be used for private study time and extra tuition, if required.

Self-study of 5 hours per week is expected from the student.

i.e: 5 hours * 37 weeks = 185 hours.

The total volume of learning will be 560 hours + 185 hours = 740 hours.

An example is indicated below:

- Term 1: Weeks 1 - 10
- Break for 2 weeks: Weeks 11 - 12
- Term 2: Weeks 13 – 22
- Break for 4 weeks: Weeks 23 - 26
- Term 3: Weeks 27 – 36
- Break for 2 weeks: Weeks 37 - 38
- Term 4: Weeks 39 – 45
- Break for 7 weeks: Weeks 46 - 52



Course delivery

The delivery methods include a mixture of theoretical and practical approaches that reflect course requirements. Students will be supported to develop the skills and knowledge to fulfill the requirements for each unit of competency.

The following techniques are employed during face to face delivery depending on the subject matter: trainer demonstrations and presentations, power point presentations, individual tasks, case studies, research, role plays, practical demonstrations, completion of practical activities and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students complete tasks to appropriate workplace standards where appropriate.

Assessment

Assessment processes will cover the broad range of skills and knowledge needed to demonstrate competency and will integrate knowledge and skills with their practical application.

In general during this course, assessment involves students' performance on range of criteria including but not limited to the following: Short Answer Test, Case Study, Presentation, Practical Demonstration, Computer-based activities and written examination.

The assessment, procedures and the criteria for judging performance will be made clear to all participants enrolled in this course. Assessments will be conducted for each part of the training program, and the processes will be valid, reliable, fair and flexible.

Student competency against the unit of competency specifications is assessed throughout the course. Students are provided with opportunities for re-assessment if they fail to demonstrate competency during assessment tasks.

Assessors will provide copies of the assessment tasks in accordance with the assessment schedule and discuss the assessment requirements with each Student prior to them attempting each task.

Entry Requirements

- All students must be of the age of 18 years or over at the time of applying for admission.
- Entry into this course requires successful completion of an Australian Year 12 qualification or equivalent. However, selection is not based purely on academic performance. Relevant work experience, work samples and other documentation



submitted will be considered too.

- In addition to meeting the academic requirements, applicants must demonstrate their competence in literacy and numeracy levels when enrolling into the course.
or

Mature age students will also be considered without the minimum education requirements but with relevant work experience within chosen area of study and a demonstrated capacity to meet course requirements. A minimum of 5 years' experience would normally be expected but each case will be reviewed individually with relevant work experience evidenced by work reference letter on company letterhead, work samples and curriculum vitae submitted will be considered.

Training Pathway

After achieving this qualification candidates may undertake qualifications at higher level or above in Business training package.

Employment Pathway

Diploma graduates, with industry experience typically work as:

- administrators
- area managers
- regional managers
- office supervisors/managers
- personal administrators
- Business operators.

Location

All training and assessment will take place at our campus in Melbourne.

Course Start Dates

We have several intakes throughout the year in February, May, July, September and November.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

All students are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this. Students who have successfully completed whole units



of competency with a Australian registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Qualification

On successful completion of this course students will receive a Statement of attainment will be provided to students to indicate the units they have successfully completed if they do not successfully complete all units in the course.

Course Structure

Unit Detail	Type
BSBADV602 Develop an advertising campaign	Elective
BSBINM601 Manage knowledge and information	Elective
BSBINN601 Lead and manage organisational change	Elective
BSBMKG608 Develop organisational marketing objectives	Elective
BSBMKG609 Develop a marketing plan	Elective
BSBSUS501 Develop Workplace policy and procedures for sustainability	Elective
BSBMGT605 Provide leadership across the organisation	Elective
BSBMGT616 Develop and implement strategic plans	Elective

Fee information

Application fee: \$250 (payable on submission of Application form one off charge only)
 Course fee: \$8250
 Materials fee: \$500 (payable during orientation)

Total Course Fee: \$ 9000 only

Total Course fee payment schedule

\$9000 paid in four installments of \$ 2250. The first installment must be paid prior to commencement of the course. The consecutive installments must be paid within two weeks of commencement of the study period. 1 study period at BIOT = 1 term