



CRICOS No: 03219A RTO No: 22424
ABN: 69136260252 ACN: 136260252

347-351 Victoria Street
Brunswick, Vic 3056 Australia

AUSTRALIAN CAREERS EDUCATION

BSB60215

Advanced Diploma of Business

CRICOS COURSE CODE: 088549B



NATIONALLY RECOGNISED
TRAINING

Course 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.

Course Duration & Location

52 weeks full time study
(including 12 weeks break/public holidays)
Student contact hours = 20 hrs per week x 40 weeks
Delivery Location: Victoria Street Campus

Assessments

The following assessment methods but not limited will be used during this qualification : Formative Activities, Projects, Observations / Role Plays and Written Assessments.

Training Package Rules

To attain BSB60215 Advanced Diploma of Business, 8 units must be completed by the student : 8 elective units

RPL / Credit Transfer

ACE has a 'Recognition of Prior Learning and Credit Transfer Policy and Procedure' at www.ace.vic.edu.au which outlines in detail a process to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

For any Credit granted for previous studies by the student as part of RPL - Formal learning process will lead to reduction in overall course duration (for international students this is reported via PRISMS and an appropriate eCoE issued). As per the RTO Standards 2015; ACE will determine any prior learning that an individual may have acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements which are specified in the course in which a student is wanting to enrol (as per Clause 1.12 RTO Standards 2015).

Student Support Services

Please refer to ACE a range of Student Support Services available online at www.ace.vic.edu.au , in Student Support Services Handbook or at ACE's Campus.

Course Entry & Visa requirements

There are no specific entry requirements for this qualification. However, students must meet the following minimum entry requirements:-

Minimum Age - Applicants must be 18 years of age at the commencement of their course (refer to the Student Engagement Prior to Enrolment and Marketing policies and procedures www.ace.vic.edu.au).

English Proficiency - International students are required to possess an IELTS 5.5 (or equivalent test score

Academic Requirements – Students must have satisfactorily completed a minimum of year 12 or equivalent

Student Visa – Students must satisfy DIBP's requirements for a student visa.

Educational Pathways

After achieving BSB60215 Advanced Diploma of Business candidates may undertake Bachelor of Business or Bachelor in any Business stream

Fees, Charges & Refunds

Please refer to ACE's Fees and Charges Policy and Refund Policy available online www.ace.vic.edu.au, in Student Handbooks or at ACE's Campus. For Total Course fees please contact ACE at info@ace.vic.edu.au

Application Procedure

Apply to ACE at www.ace.vic.edu.au or through ACE engaged educational agents <http://www.ace.vic.edu.au/ace-agents.html>

Overseas Student Health Cover (OSHC)

All International Students must have Overseas Student Health Cover (OSHC) for the entire duration of their stay in Australia. This requirement constitutes a Visa condition stipulated by the Australian Government. OSHC allows students access to out of hospital and in hospital medical services.

Deferment, Suspension & Cancellation

Please refer to ACE's Deferring, Suspending or Cancelling a Student's Enrolment Policy
Further information is available online www.ace.vic.edu.au or at ACE's Campus.

Modes of Delivery

This program is delivered in a simulated classroom based environment. students will also have access to all the required equipment and facilities that are appropriate to the contexts and conditions of assessment (which may include considering whether the assessment reflects real work-based contexts and meets industry requirements). Each unit is delivered and assessed as a standalone unit in a combination of face to face theory, demonstration/observation/role play sessions in the classroom and supported by practical group development and individual activities within the classroom.

COURSE OUTLINE

Unit Code	Unit Name	Nominal Hours	Delivery Hours
Elective Units			
BSBMKG609	Develop a marketing plan	50	100
BSBINM601	Manage knowledge and information	80	100
BSBINN601	Lead and manage organisational change	60	100
BSBSUS501	Develop workplace policy and procedures for sustainability	50	100
BSBMGT615	Contribute to organisation development	60	100
BSBMGT605	Provide leadership across the organisation	60	100
BSBMGT608	Manage innovation and continuous improvement	70	100
BSBHRM602	Manage human resources strategic planning	60	100
Total Student Contact Hours		490	800

