



BSB60215 Advanced Diploma of Business



At this level students will be able to understand and reflect on 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.

There are no specific entry requirements for this program, and it is targeted for domestic, corporate and industries for students wishing to obtain higher degree qualifications. The development of the program was with a consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Business industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. **You are expected to supply your own device such as a laptop, notebook or pad** that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs. As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The course is a pack of 8 units of competence consisting of 8 elective units. This course has been designed to suit the needs of those who wish to complete Business and work within the various Business sectors in various management and human resource roles.

Course Units		
BSBINN601	Lead and manage organisational change	E
BSBMGT615	Contribute to organisation development	E
BSBFIM601	Manage finances	E
BSBADV602	Develop an advertising campaign	E
BSBSUS501	Develop workplace policy and procedures for sustainability	E
BSBMKG608	Develop organisational marketing objectives	E
BSBMKG609	Develop a marketing plan	E
BSBHRM602	Manage human resources strategic planning	E

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework	
DURATION AND CONDUCT	The training program will be a period of 52. A student will be offered the entire 8 UOC prior to exit or a component of a qualification dependent on their enrolment requests

TOTAL COURSE FEE	\$5,750.00 Full course cost \$2,500.00 RPL cost
TUITION FEE PAYMENT	Career Development and Training collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> • Career Development and Training cannot require students to pay more than 50% of their tuition fees before they start the course; • A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.
RPL ASSESSMENT FEE	\$150.00 – Assessment fee for initial review
CERTIFICATION	All assessments must be completed successfully for the issue of a certificate for BSB60215 Advanced Diploma of Business. Completion of less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.

Assessment

CDT will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include a combination of various styles of assessments to be completed in-class or online.

Course Conduct

A students’ program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 8 Units of Competency over a period of 52 study weeks.

Recognition of Prior Learning (RPL) – is offered for more information – refer to website www.cd.edu.au

Re - Assessment

Where a student fails one (1) or more assessment methods within a single Unit of Competency (UOC), they are to be re-assessed once, free of charge, and this must be completed within the program timeframe or as soon possible within the enrolment period, as per Career Development and Training’s re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for reassessment, with the provision, that they must be charged a fee for each opportunity. Refer to policies and procedures in Student Handbook on website: www.cd.edu.au

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