

Advanced Diploma of Business

National code: BSB60215; **CRICOS code:** 087535E

Description:

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They can apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They can provide substantial leadership and guidance to others with very limited supervision from others.

Entry requirements:

1. English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent;
Results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**

2. Academic requirements:

For entry into the Advanced Diploma level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 12 or Diploma or higher. However, for students with packaged courses, they should have completed the prior qualifications for entry into this qualification. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

3. Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the ESOS Act and National Code. In case of domestic students, if the applicant has not completed Year 12 or Certificate IV or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

Preferred pathways to the qualification:

- Diploma of Business or other relevant qualification/s
- With vocational experience in a range of work environments in support roles but without qualification

Preferred pathways from the qualification:

After completing this qualification, participants may seek relevant employment opportunities as a senior project office/manager or senior administrator, or take any other training options. After achieving this qualification candidates may seek relevant employment opportunities or undertake Bachelors level qualification.

Course structure:

The course is delivered over 78 weeks (six terms), including 18 weeks of term breaks and holidays. Students will need to complete 8 units (all elective) of competency to attain the qualification.

Unit Code	Unit Name
BSBINM601	Manage knowledge and information
BSBADV604	Execute and advertisement campaign
BSBMKG605	Evaluate international marketing opportunities
BSBFIM601	Manage finances
BSBADV603	Manage advertising production
BSBMKG608	Develop organizational marketing objectives
BSBWRK510	Manage employee relations
BSBSUS501	Develop workplace policy and procedures for sustainability

Course delivery:

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment and five hours of on-line delivery. Delivery of this qualification will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks.

Upon successful completion of this course, students will receive a nationally recognized Certificate in Advanced Diploma of Business (BSB60215) qualification.

Assessments:

The theoretical components of each unit of competency are classroom based, face-to-face training led whilst the practical components are delivered through observation and practical demonstration. Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Written questions answers
- Case study/written report
- Projects/written assignments
- Presentations/observations



Hamro Institute of Business Technology Pty Ltd (trading as Hamro College)

Course fees:

Total Course Fee: A\$15000 (A\$2500 per term)

Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.

Note: It is a requirement that an international student must have a valid health insurance cover for the duration of their visa.

Delivery site:

Level 2, 133-135 Oxford St., Bondi Junction, NSW 2022

ESOS framework:

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian education institutions. For further information the ESOS Act and the National Code please refer to:

<https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>