



The Canberra Training School Pty Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

BSB60215 ADVANCED DIPLOMA OF BUSINESS COURSE INFORMATION

COURSE INFORMATION	
RTO Name	Canberra Business and Technology College (CBTC)
RTO Code	40882
CRICOS Code	03465J
Training package	BSB Business Services Training Package
Qualification	BSB60215 Advanced Diploma of Business
CRICOS Course Code	089836J
Units of Competency	Total: 8 Units 8 Elective
Qualification details/ Course overview	<p>This qualification reflects the role of individuals in a senior administrative role with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions.</p> <p>The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.</p>
Job roles	<ul style="list-style-type: none">• Executive Manager• Senior Executive• Corporate Services Manager• Business Manager• Business Strategist
Pathways into the qualification	<p>No specific pathway, however Diploma of Business or similar recommended.</p> <p>Please also refer to CBTC Entry Requirements below.</p>



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<p>Pathways from the qualification</p>	<ul style="list-style-type: none"> • Bachelor of Business or equivalent qualifications. <p style="text-align: center;">Business / Administration Pathway</p> <div style="text-align: center;"> <div style="background-color: #c00000; color: white; padding: 5px; margin-bottom: 5px;">BSB60215 Advanced Diploma of Business</div> <div style="background-color: #e67e22; color: white; padding: 5px; margin-bottom: 5px;">BSB50215 Diploma of Business BSB50415 Diploma of Business Administration</div> <div style="background-color: #e67e22; color: white; padding: 5px; margin-bottom: 5px;">BSB40215 Certificate IV in Business BSB40515 Certificate IV in Business Administration</div> <div style="background-color: #e67e22; color: white; padding: 5px; margin-bottom: 5px;">BSB30115 Certificate III in Business BSB30415 Certificate III in Business Administration BSB31115 Certificate III in Business Administration (Medical) BSB31015 Certificate III in Business Administration (Legal) BSB30515 Certificate III in Business Administration (International Education) BSB30915 Certificate III in Business Administration (Education)</div> <div style="background-color: #e67e22; color: white; padding: 5px; margin-bottom: 5px;">BSB20115 Certificate II in Business Legal Transcription Skill Set Medical Transcription Skill Set</div> <div style="background-color: #e67e22; color: white; padding: 5px;">BSB10115 Certificate I in Business</div> </div>
<p>Entry requirements</p>	<ul style="list-style-type: none"> ▪ Domestic students <ul style="list-style-type: none"> ○ Age 18+ ○ Completed high school, or equivalent ▪ International students <ul style="list-style-type: none"> ○ <u>Age:</u> 18+ ○ <u>English language requirements:</u> IELTS 5.5 or equivalent; or pass CBTC English test; or successful completion of any other Certificate IV or higher level course in Australia; ○ <u>Educational requirements:</u> Completion of Year 12 or equivalent or higher ○ <u>Work experience:</u> Not required
<p>Qualification and recognition</p>	<p>Students who successfully complete this qualification will be awarded nationally recognised BSB60215 Advanced Diploma of Business.</p>



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Program/ Course Content																							
This program requires the completion of 8 units of competency																							
Total: 8 Elective units																							
	Code	Unit of Competency																					
1	BSBFIM601	Manage Finances	Elective																				
2	BSBHRM602	Manage Human Resources strategic planning	Elective																				
3	BSBINN601	Lead and Manage organisational change	Elective																				
4	BSBMGT615	Contribute to organisation development	Elective																				
5	BSBMKG603	Manage the marketing process	Elective																				
6	BSBMKG605	Evaluate international marketing opportunities	Elective																				
7	BSBMKG606	Manage international marketing programs	Elective																				
8	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective																				
Electives may be changed at any stage																							
Learning outcomes	<ul style="list-style-type: none"> Managing financials Organisational change Knowledge and information management Implementation of business plans Development of organisational marketing objectives 																						
Mode of delivery	<ul style="list-style-type: none"> Classroom based 20 hours per week 																						
Program delivery details	<p>Delivery location: 75 Gozzard St, Gungahlin ACT 2912, Australia</p> <p>Number of study weeks: 36</p> <p>Holiday weeks: Up to 16 weeks</p> <p>Total course duration: 52 weeks</p> <p>Number of hours per week: 20 hours</p> <p>Class timetable: Classes may be held between 8:30am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables during orientation.</p> <p>Sample timetable</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">9-week term</th> <th style="width: 15%;">8:30-11:00am</th> <th style="width: 15%;">11:05am-1:15pm</th> <th style="width: 15%;">1:45-3:45pm</th> <th style="width: 15%;">3:50-pm-5:00pm</th> </tr> </thead> <tbody> <tr> <td>Monday (8 hours)</td> <td>Manage Finances</td> <td>Manage Finances</td> <td>Manage Finances</td> <td>Manage Finances</td> </tr> <tr> <td>Tuesday (8 hours)</td> <td>Lead and Manage organisational change</td> <td>Lead and Manage organisational change</td> <td>Lead and Manage organisational change</td> <td>Lead and Manage organisational change</td> </tr> <tr> <td>Online (4 hours)</td> <td>Manage Finances</td> <td></td> <td>Lead and Manage organisational change</td> <td></td> </tr> </tbody> </table>			9-week term	8:30-11:00am	11:05am-1:15pm	1:45-3:45pm	3:50-pm-5:00pm	Monday (8 hours)	Manage Finances	Manage Finances	Manage Finances	Manage Finances	Tuesday (8 hours)	Lead and Manage organisational change	Lead and Manage organisational change	Lead and Manage organisational change	Lead and Manage organisational change	Online (4 hours)	Manage Finances		Lead and Manage organisational change	
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Recognition of Prior Learning (RPL)/ Credit Transfer	<p>Students can apply for RPL/ Credit transfer based on prior work experience and/or education/training. Please note that the course duration may be reduced if RPL/ Credits are granted and the 'Confirmation of Enrolment' will be adjusted accordingly.</p>																						



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Teaching/learning resources	<p>Students will have access to the following course materials:</p> <ol style="list-style-type: none"> 1. Study Guides 2. Assessment packs 3. Power-point presentations 4. Online course content 5. Computers 6. Internet access 7. Links to external resources 8. Overhead projectors 9. Library resources
Assessment methods	<p>Assessments/ Evidence-gathering techniques <u>may</u> include:</p> <p>A. Role Play / Video recordings/ Presentation / Discussion Forums B. Oral – Questioning C. Case study D. Written assessments/Report/Essay/Research/Group Project</p> <p>Students may be required to submit video presentations to authenticate some of their practical work. They may also be required to participate in an oral interview at their course end of the course.</p>
Nominal training hours	720 hours
Term Dates	Please refer to CBTC Term Dates
Fees	Please refer to CBTC Fee Schedule