

Why Should I Enrol?

Target students of this qualification reflect the role of individuals in a variety of Business Services job roles.

These individuals may have general management accountabilities.

Target students will carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis and will often contribute to setting the strategic direction for a work area. The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including managing staff performance and making staffing decisions).



AUSTRALIA
INTERNATIONAL COLLEGE
OF
BUSINESS & TECHNOLOGY

Est 1995



BSB60120 | Advanced Diploma of Business

Are you suited?

Entry requirements

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
- or
- Have two years of equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.

Students must be over 18 years of age.

Students who are currently in Australia on a student visa may not enrol in this program.

It is expected that classes will take place at the Brisbane City training facility will include:

- Fee for service students who are suitably experienced and employed
- Students who have been enrolled by a corporate client

Successful graduates will receive a BSB60120 Advanced Diploma of Business.

IMPORTANT:

Students should consider this training program to be twelve (12) months of study, research, training and assessment. Students must be prepared to engage with Australia International College of Business & Technology for 12 months, be willing to contribute their own time, effort and resources, and be genuinely committed to working toward a satisfactory outcome.

Course Details

Student Selection

Australia International College of Business & Technology acknowledges that applicants will already hold skills, knowledge and experience that are integral to completing this training program within the described time frame. Australia International College of Business & Technology will confirm if applicants are suited to the training program in which they enrol and be given the best opportunity for a positive vocational outcome.

Our enrolment process includes:

- Pre-enrolment Questionnaire
- Language, Literacy and Numeracy Assessment
- Skills, Knowledge, Experience Assessment

Language, Literacy, and Numeracy (LLN)

Enrolment requires English proficiency equivalent to International English Language Testing System (IELTS) band 6.0 or higher. Our courses include written materials and numerical calculations, so this ensures all students have the necessary language skills to succeed.

Workplace

Australia International College of Business & Technology does not train or assess in the workplace.

Recognition of Prior Learning (RPL)

Australia International College of Business & Technology appreciates the value of workplace and industry experience and recognises that students will acquire vocational skills and knowledge from a variety of sources other than formal training. These skills are legitimate irrespective of how they were acquired and the RPL process is designed to provide validation of such relevant skills.

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a VET qualification.

RPL System

Australia International College of Business & Technology utilises the online Recognition of Prior Learning assessment platform: RPL Assess. An RPL applicant will be provided with access to the platform and given clear instructions on how to upload their evidence. The RPL Assess Explainer Video will provide more detail.

Program of study

The program is delivered over a period of twelve (12) months.

Specifically, 40 weeks of training, study and assessment.

Face to Face

Day 1 & 2

(for each unit for two weeks)

Training & Assessments

Eight (8) hours

Day 3

(for each unit for two weeks)

Training & Assessments

3.5 hours

*Each day commencing at

9:00 am and finishing at 4:00 pm,

except for Half day starting at

9:00 am and finishing at 12:30 pm

Assessment

Written Question Assessment

- One (1) hour

Assessment Tasks

The student will complete a series of Assessment Tasks. Including:

- Role plays
- Projects
- Case Studies
- Reports

Three (3) hours

Assessment – Self Paced

Project Assessment

Four (4) hours per week

The student will complete a practical project in their own time

Self-Paced Study

Ten (10) hours per week

- Review and study material delivered in class
- Answer review questions in learner guide (formative assessment)

Students are directed to take part in self-paced study across the duration of the training program.

When enrolment is confirmed, students are provided with access to a repository of learner resources.

Student Support

Two (2) hours per week

Proactive engagement with the student driven by the Australia International College of Business & Technology trainer will include:

- Current events related to business practice
- Current events that impact society and business professionals
- New innovations relevant to business managers in the workplace
- Cultural and social information relevant to the business sector

Resources & Infrastructure

Students are provided with

- Learner resources
- Handouts, notes, references
- Student Study Schedule

Students must provide:

- Laptop computer
- MS Office or equivalent
- Software and hardware to access wi-fi and the internet

Training facility

Australia International College of Business & Technology has a purpose-built theory training facility located at: Level 2, 243 Edward Street, QLD 4000

Your Australia International College of Business & Technology Trainer

Each of our trainers is an industry professional with formal academic qualifications backed by 'hands on' industry experience. Australia International College of Business & Technology sets the highest standards for training delivery, presentation and assessment.

You'll enjoy learning from the best.

Contact Us

Address: Level 2, 243 Edward Street, Brisbane QLD 4000

Phone: 07 2111 3000

Email: study@aicbt.com.au

Units of competency

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.

Australia International College of Business & Technology has selected the electives to ensure the integrity of AQF alignment and to contribute to a valid, industry-supported vocational outcome. The units selected align to the packaging rules of the BSB Business Services Training Package.

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBOPS601	Develop and implement business plans
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBLDR601	Lead and manage organisational change
BSBSTR601	Manage innovation and continuous improvement
BSBWHS521	Ensure a safe workplace for a work area
BSBLDR602	Provide leadership across the organisation
BSBOPS504	Manage business risk

Tuition Fee AUD \$12,000
Enrolment fee AUD \$550
Re-submit Fee AUD\$200
Duration 12 months
Withdrawal Fee AUD\$200
Re-assessment fee AUD\$400
Refund administration fee Nil
Re-issue student card AUD \$50
Produce partial completion statement of attainment AUD \$150



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