

BSB60207 Advanced Diploma of Business

This qualification provides the skills and knowledge to develop expertise across a range of business functions. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this qualification is delivered with Victorian Government funding.

Enrolment

Applicant's 15 years and older can apply. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

Course Rules

There are no pre-requisites for entry to this course. This course requires the completion of 8 units as described in the next section.

Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as senior administrator and senior executive.

Further Training Opportunities

This qualification can form part of an Australian Apprenticeship pathway. Opportunities exist for further studies in related higher education qualifications.

Course Structure

FUNCTIONAL UNITS (Six)

Advertising Units

BSBADV602B Develop an advertising campaign

BSBADV603B Manage advertising production

Human Resources Management Units

BSBHRM602A Manage human resources strategic planning

BSBINN601A Manage organisational change

Marketing Units

BSBMKG603B Manage the marketing process

BSBMKG609A Develop a marketing plan

Management Units

BSBINM601A Manage knowledge and information

BSBFIM601A Manage finances

ELECTIVES (Maximum of Two)

Electives may be chosen from any of the previous general units listed, the BSB07 Business Services training package or another endorsed training package at the same qualification level, and must be relevant to the work outcome. Other training packages available at AVTES are:

- Retail
- Hospitality

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

Employability Skills

This qualification also encompasses general employability skills required by the business industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**

