Advanced Diploma of Business

National Course Code: BSB60215
Acumen CRICOS Course Code: 076307G
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Course 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 apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Assessment Methods
Assessment is structured throughout the course. If learners are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in the acumen’s policies and procedures. Learners who are working in an appropriate business environment are able to base relevant assessment tasks on their workplace. This will be negotiated between the learner and the assessor. Assessment requires achievement across all tasks to demonstrate competence.

Assessment is carried out through a range of the following tasks:
- Written Assessments
- Written Questions Answers
- Case Studies

Entry requirements
- 18 years or older
- Satisfactorily completed Year 12 or equivalent
- International learners must meet Student Visa requirements and provide certified evidence of achievement of an IELTS Test Score of:
  - 5.5 or above for direct entry into the course, or
  - 5.0 and a Confirmation of Enrolment or Letter of Offer in an ELICOS with a duration of no more than 20 weeks.

Recognition of Prior Learning (RPL) and Credit Transfer
Learners with prior learning and work experience can apply for Recognition of Prior Learning. Learners who have completed corresponding units of competency and/or units contained within the packaging rules can apply for Credit Transfer.

Teaching Methods/Mode of Study
Face to face

Course duration
Total duration for this qualification is 30 weeks (including) breaks.
Students study minimum 20 hours a week for Twentyfour weeks, without breaks. Delivery and assessment takes place in fully equipped classrooms.

- In order to complete Diploma of Business, a student needs to gain competency in 8 Units.

**Pathways into the qualification**

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:

- BSB50207 Diploma of Business or other relevant qualification
- with substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.

**Employment Opportunities:**

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- senior administrator
- senior executive

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBFIM601</td>
<td>Manage finances</td>
<td>80</td>
</tr>
<tr>
<td>BSBMKG603</td>
<td>Manage the marketing process</td>
<td>50</td>
</tr>
<tr>
<td>BSBHRM602</td>
<td>Manage human resources strategic planning</td>
<td>50</td>
</tr>
<tr>
<td>BSBMKG608</td>
<td>Develop organisational marketing objectives</td>
<td>60</td>
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<tr>
<td>BSBMKG609</td>
<td>Develop a marketing plan</td>
<td>60</td>
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<tr>
<td>BSBADV602</td>
<td>Develop an advertising campaign</td>
<td>60</td>
</tr>
<tr>
<td>BSBINN601</td>
<td>Manage organisational change</td>
<td>60</td>
</tr>
<tr>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>480</strong></td>
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</tbody>
</table>
**Location and Facilities**

Acumen Institute of Further Education training facilities are located at 5-9 Elizabeth St, and 24-26 Elizabeth St, Richmond, Victoria 3121 and is about 3 Km’s from Flinders St Station in the city. Both Buildings are next to North Richmond Railway Station.

All Three Buildings have well-appointed facilities that offer a comfortable learning environment. We have our Own In-house Practical facilities (Workshops).

**Fees**

Total Course Fees $5000.00 (Payment Plan Option is available) Itemised fee details are available on: http://acumen.edu.au/fees-and-charges/

**For Further Details please Contact :**

Main Building - (Building A)  
Acumen Institute of Further Education  
5-9 Elizabeth St  
Richmond  
VICTORIA-3121  
Call : 03-8415 1244  
Fax : 03-8415 1266  
Email : admissions@acumen.edu.au  
Email : sso@acumen.edu.au

**Important – Information, Policies and Procedures, Fees and Charges**

All of our policies and procedures are available on our website www.acumen.edu.au and should be read by you, Prior to enrolment in addition to this brochure.

All the information about Enrolment Process, Studying and living in Australia, living in Victoria – Melbourne, about Acumen, Campus Locations, Detail Courses information, Recognition of Prior Learning (RPL) and Credit Transfer, Information about Entry Requirements, Refunds Policy, Student requirements, Complaints and Appeals, Deferring, suspending and cancelling an enrolment, Facilities and services available on campus, Student Support Services, Accommodation and living cost, School Aged Dependants, Detail fees and charges and The ESOS Framework is available online: www.acumen.edu.au