

COURSE CODE

BSB60215

COURSE

**Advanced Diploma of
Business**

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Advanced Diploma of Business

National Course Code: BSB60215 | TAFE NSW Code: BSB60215R1-01V01-20ULT-002

Qualification Level	Advanced Diploma
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	34
Duration	18 Weeks
Delivery Locations	Ultimo, Main Campus
Course Fees	Enquire
Course Features	Nationally Recognised Training VET Student Loans Available Non Government Subsidised

Course Description

This qualification reflects the role of individuals with significant experience in a senior administrative role who are seeking to develop expertise across a wider range of business functions.

The qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section.

To be eligible for this course, you will need to demonstrate either of the following:

- Diploma in Business or equivalent
- 3 to 5 years experience working in a business environment evidenced by your resume

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you:

- Are motivated to elevate your management and leadership skills in the workplace

- Are a strong communicator with great interpersonal skills
- Are able to relate to a diverse range of people
- Strategic strengths in planning, organising and self-management

If you need help preparing for study, contact us about your options.

ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we will need you to demonstrate that you can meet the additional requirements below.

COURSE ENTRY REQUIREMENTS

To be enrolled in this course, you need to be able to provide evidence that you have:

This course is designed for people who have completed Diploma in Business or equivalent or 3-5 years experience working as part of a team in a business environment. You will need to assume a good general knowledge of Business operations. Please contact Glenn Cumberland Head Teacher Business on 02 92173687 to discuss your suitability for this program.

Information Sessions and more about the course

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is a Full Time Face to Face course. You will need to attend approximately 22 hours of class, over 3 days a week, for 18 weeks/ 6 months. As well as the in-class component, you will need to complete approximately 12 hours of other study per week.

You may also be required to complete approximately 8 hours of additional study each week outside of class hours, including private study, practice and making independent enquiry

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

can work independently with little supervision. Allowance is made for the needs of particular groups (e.g. people with disabilities, and people who may have literacy or numeracy difficulties, such as speakers of languages other than English). Potential students should be aware that this is an advanced course for entry into the Business sector. It assumes that students already possess the Diploma of Business (or equivalent) or at least three years specialist Business experience. The full-time course is not suitable for HSC school leavers and those with no work experience in business. Such students are strongly advised to undertake the Certificate IV and Diploma of Business first. This Advanced Diploma is an academically challenging course that assumes students have experience in academic/report writing and fundamental knowledge of current business practice. Should you have any queries please contact the Head teacher Glenn Cumberland on 9217 3687 for further guidance and assistance before enrolling.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor

- Easy computing online short courses
- Access to local TAFE libraries
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Monday, Thursday and Friday 9:00am to 5:30pm. This timetable may change and will be confirmed by your teacher.

Fee Details

To complete your VET Student Loan application, you will need to provide:

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN) . If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, it's important you know your [student obligations](#).

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Enquire now for Semester 2 2020 and be notified when enrolments open.

TAFE NSW is open for business so to find out more information on this course including when it will start and how it will be delivered (face-to-face, in a virtual classroom, self-paced, online or a mixture), submit an online enquiry by clicking the Enquire Now button on this page. You can also call 131 601 during business hours* to chat with a member of our friendly customer service team.

*** Our customer service team are available from Monday to Friday, 9am to 5pm AEST.**

Units

BSBINM601	Manage knowledge and information
BSBINN601	Lead and manage organisational change
BSBMGT615	Contribute to organisation development
BSBMKG603	Manage the marketing process
BSBMKG605	Evaluate international marketing opportunities
BSBPMG522	Undertake project work
BSBR501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability