

Local Students

BSB60215 Advanced Diploma of Business

General: 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.

Entry requirements: Prospective students are required to complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

Vocational or educational outcomes: Students can go into a range of employment options. Occupations may include Executive Manager or Director, Manager, Human Resources - Strategy, Senior Executive.

Job outlook: Please refer to the Australian Government Job Outlook site for job prospects for a Corporate Services Manager. 7,300 persons were employed as Corporate Services Managers in 2015. Job openings over the next 5 years are expected to be between 5,001 and 10,000. Source: Department of Employment 2017.

Delivery and assessment: The course is delivered via classroom delivery. Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, projects/analysis/discussion, written reports, case studies/scenarios and presentation/demonstration.

Elective Units

Unit Code	Unit Descriptor
BSBMKG605	Evaluate international marketing opportunities
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBMGT616	Develop and implement strategic plans
BSBMGT608	Manage innovation and continuous improvement
BSBFIM601	Manage finances
BSBINN601	Lead and manage organisational change

Course duration: 18 months

This Training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply. People with disabilities are encouraged to apply.

