

# BSB60120 – Advanced Diploma of Business (CRICOS Code: 108819D)

Release 1.0

## Duration

Calendar Year: 52 weeks  
Academic Year: 36 weeks  
Terms: 4 Terms x 9 weeks each (Total 36 weeks)  
Holidays & Study Breaks: 16 weeks – 4 x 4 weeks  
Study Type: Full Time, 20 hours / week

## Location

Level 6, 8 Quay Street, Haymarket NSW 2000  
Level 1, 586-590 Parramatta Road, Petersham NSW 2049

## Course Fee

\$6,000.00

## Application Fee\*

A non-refundable Administration Fee of \$250 is to be paid with the deposit.

## Additional Fees\*

Material Fees: \$200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

\*Any fee changes will not affect enrolled students. New fees will apply to new enrolling students.

#Smart and skilled funding is available for domestic students for this qualification. Please enquire with EEVI.

## Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation and written reports, case studies, question and answers, self-assessments and third-party reports (if applicable).

## Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating “real life situations” in order to develop the skills identified in the “employability skills” for this qualification.



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Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



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## Course Description

This qualification reflects the role of individuals, with significant experience in either specialised or broad areas of skills and knowledge, who are seeking to further develop expertise across a range of business functions. The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop to create further educational or employment opportunities. In summary, this qualification is designed for:

- Individuals aspiring to build careers in senior business roles
- Individuals wanting to master essential business skills in planning and managing business processes.
- Those wishing to enhance their leadership skills in line with the current best business practice.

## Potential Job Roles

- Senior Administrator
- Senior Executive

## Pathways into and from the qualification

Candidates considering this qualification may consider entering this qualification following completion of the BSB50120 Diploma of Business or other relevant qualification such as AQF Level V or VI from the BSB Training Package or substantial vocational experience in a relevant work environment, i.e., in a senior support or technical role or an operational or leadership role in an enterprise for at least two years equivalent full-time.

Following completion of this qualification, candidates may choose to undertake studies at Bachelor Degree level, e.g., Bachelor of Business at Elite Education Institute.

### UNITS OF COMPETENCY

CODE	TITLE
BSBCMM511 (E)	Communicate with influence
BSBCRT511 (E)	Lead and manage organisational change
BSBCRT611 (C)	Apply critical thinking for complex problem solving
BSBSTR601 (E)	Manage innovation and continuous improvement
BSBTEC601 (C)	Review organisational digital strategy
BSBOPS601 (C)	Develop and implement a business plan
BSBSUS601 (C)	Lead corporate social responsibility
BSBFIN601 (C)	Manage organisational finances
BSBSTR602 (E)	Develop organisational strategies
BSBLDR601 (E)	Lead and manage organisational change

C - Core E - Elective

Consistent with the training package rules, the units listed above will be delivered for this course. The code and title of each unit is provided. This qualification is made up of 8 units of competency.

To suit individual student needs, 75% of the course content is delivered in the classroom environment (including trainer presentations, videos, resource texts, group exercises and role play) and 25% is conducted online.

This course is designed for students wishing to pursue accounting or business careers in a domestic and international context.

#### Equipment

*Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, EEVI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during EEVI business hours.*

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## Entry Requirements

### English language equivalence requirements

- English is the student's first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- Completion of the English for Academic Purposes (EAP) program at EEVI or an ASQA / TEQSA Accredited Language Centre; or
- Pass EEVI's Placement Test

### Educational and other qualifications, skills, and other prerequisites

- completion of an AQF Level 5 or 6 qualification (e.g., Diploma or Advanced Diploma); and
- Must be 18 years of age or over at time of commencement.

*Elite Education Vocational institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., BSB60215 – Advanced Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.*



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## Recognition of Prior Learning (RPL)

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO). Credit Transfer will only be offered for the units of competency packaged within the qualification offered by EEVI.

An application can be made for RPL if the student believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). An RPL application form is available from the Manager, Student Administration Services upon request. Students must provide documentation to support their application.



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