

Advanced Diploma of Business

National Course Code: BSB60120
CRICOS Code: 107604E

www.gen.edu.au
info@gen.edu.au

GEN INSTITUTE

National Provider Code : 41126 | CRICOS : 03572F

Advanced Diploma of Business

Nationally Recognised Training

National Course Code: BSB60120

CRICOS Course Code: 107604E

Delivery Mode: Face to Face

Campuses: 238 Union Road, Ascot Vale, Vic

Duration:

Total duration for this qualification is 52 weeks (including 6 weeks). Students study minimum 20 hours a week face to face.

Qualification Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Entry requirements

- 18 years or older
- Completion of Year 12 (Australia) or overseas equivalent
- IELTS 6.0 or equivalent
- Meet Student Visa requirements where applicable
- Prospective students seeking for enrolment at Gen Institute will have to successfully complete a placement test at the required ACSF level of qualification that provides Gen Institute insight into student's capability and helps it make a decision on whether the student possess sufficient LLN skills to pursue the qualification they are looking to be enrolled in.
- Must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).
  or
- Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise

Resource Requirements

- PC/Laptop or Tablet
- Speakers/Headphones and a Microphone
- A web camera
- Microsoft Office
- PDF Reader

Units of competency

(10 units must be completed for this qualification which includes 5 core and 5 elective units..

Unit code	Unit name	Core / Elective
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBOPS601	Develop and implement business plans	Core
BSBSUS601	Lead corporate social responsibility	Core
BSBTEC601	Review organisational digital strategy	Core
BSBSTR602	Develop organisational strategies	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective

Fees

Enrolment Fees – Non-Refundable AUD $500.00 Per Student
Tuition Fees Advanced Diploma of Business AUD $11000.00
Material Fee Advanced Diploma of Business AUD $1000.00

Course fee and itemized fee details are available on http://gen.edu.au/fees-and-charges/ Payment plan option is available to students. All fees are subject to change at any time.

Recognition of Prior Learning and Credit Transfer

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

Assessment methods

Assessment is carried out on a range of following tasks:

- Project Report
- Observation
- Written Questions
- Case Study



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

Students have access to all of our policies and procedures available on our website http://gen.edu.au.
Students are advised to read these prior to enrolment in addition to the information contained in this brochure.

236 Union Road, Ascot Vale,Vic 3032
www.gen.edu.au | info@gen.edu.au