

COURSE FACT SHEET

BSB60215 Advanced Diploma of Business

CRICOS Course Code: 090862G

Global Business College of Australia:

We are a vocational education and training provider committed to improving students' practical application abilities and skills, by providing students with high quality international education services to better prepare them for the workforce.

GBCA Values: Innovative Minds, Caring Hearts, Global Skills

Course Description:

This course is designed for domestic and overseas students who are planning to work within business settings at the senior operational level: business analysis, business unit leader, department manager. 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.

Course duration: 52 weeks (including catch up class, reassessment and holidays)

Schedule: 20 contact hours per week

Delivery mode: Face to face training

Campus location and delivery site: 337-339 La Trobe street & 338 Queen street, Melbourne 3000

Entry requirements:

Applicants must satisfy all requirements as below:

Age requirements: GBCA has a requirement that students enrol into this course must be at least 18 years of age.

Academic requirements:

To gain entry to this qualification, students (local and overseas) will need to have completed the Diploma of Business or any other Diploma level qualification or higher OR be a mature age learner with at least three plus years of relevant work experience in the business operational field.

Language requirements:

- Minimum of IELTS 5.5 (no band less than 5) or equivalent, or
- Achieved a Satisfactorily Pass in the Australian Year 12 English subject, or
- Have been successfully completing at least 1 semester of a Bachelor course (or above) at an Australian University or Higher Education provider, or
- Satisfactory outcome for Internal English placement, or
- Successfully complete the GBCA English course/s to meet the English requirements of the intended course.

Material requirement:

Students are required to bring their own laptop with Microsoft Office 2007 or a later version installed for face to face classes.

Course Structure:

Unit Code	Unit Name
BSBHRM602	Manage human resources strategic planning
BSBINM601	Manage knowledge and information
BSBINN601	Lead and manage organisational change
BSBMKG609	Develop a marketing plan
BSBFIM601	Manage finances
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT617	Develop and implement a business plan
BSBMKG512	Forecast international market and business needs

Assessment methods:

A variety of assessment methods will be used throughout the course, including: Observation of students performing role playing, Portfolio of Work, Written report, Observation of Presentation, Analysis of case study/Response to simulated work scenario or Written questioning

Tuition and Non-Tuition fees: Please refer to the Fee Schedule.

Compliant statement:

GBCA is responsible for providing compliant training and assessment, and issuing of the AQF certification documentation for qualifications detailed in its scope of registration on the National Training Register (training.gov.au).

Government funding:

Government funding is not available for this program.

Course enquiries:

If you have any enquiries, please contact: admissions@gbca.edu.au

Student support service contact:

Student Support Officer

E: Studentsupport@gbca.edu.au

T: 9041 3050

This factsheet should be read in conjunction with our Student Handbook and website www.gbca.edu.au.

