



Course 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

Entry to this qualification is limited to those who:

- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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.

In addition to above:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced or English for Academic Purposes Advanced level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Oscar Institute is able to provide.
- Have successfully completed Australian year 12.
- Are at least at age of 18 on the date of course commencement.
- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please consult with student administration for further details.
- Student must have sound digital literacy and access to working internet.
- **Please Note:** All the students commencing this course are required to complete LLN test on the orientation day to assist Oscar Institute to identify student's needs for additional support during their study with Oscar Institute.

Orientation

New student Orientation will be done face to face. New students will receive an e-mail and call from the Admissions department a week prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact +61 (0) 481 000 432 or orinfo@oscarinstitute.edu.au. Please email or call the student administration should you require any additional support.

Support

All staff at Oscar Institute will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each trainer/assessor through regular class participation to assist them continuing their studies. Oscar Institute will also provide academic and language support and student support staff are always here to help.

Pathways

Once students have successfully completed BSB60120 Advanced Diploma of Business, they can apply for various roles across management positions that have responsibility for the work of other staff and lead teams.

The further study pathways available to students who undertake this qualification include:

- Graduate Diploma (AQF level8) courses
- Other Advanced Diplomas or Degree programs in related fields such as Business and Management, subject to meeting entry requirements of the intended qualification.

Course Structure:

A total of 10 Units (5 Core and 5 electives) must be completed and deemed competent to achieve the qualification BSB60120 Advanced Diploma of Business. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 10 units in the qualification. Students completing all the required units of competency will attain full qualification.

Unit	Unit Code and Title
Core	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 responsibilities
Core	BSBTEC601 Review organisational digital strategy
Elective	BSBLDR601 Lead and manage organisational change
Elective	BSBSTR601 Manage innovation and continuous improvement
Elective	BSBSTR602 Develop organisational strategies
Elective	BSBHRM613 Contribute to the development of learning and development strategies
Elective	BSBSTR801 Lead innovative thinking and practices

Assessment Methodology

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:

- Written questions
- Projects
- Presentations
- Report writing
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed

Facilities and Resources

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Recommended textbooks are also available onsite for you to use and borrow if you wish. You may also purchase these textbooks if you require.

The recommended textbook for this course is:

Management Theory and Practice, 7th Edition, Cole, Cengage Learning, 2016

Duration

55 weeks, including 44 study weeks and 8 weeks of holidays.

Course Progress Policy

Oscar Institute will monitor, records and assesses the course progress of each student for the course in which the student is enrolled. Course Progress Policy defines the requirements for student satisfactory course progress, the processes for monitoring, recording and assessing the student course progress and the processes for the Oscar Institute intervention strategies for identifying and assisting students to achieve satisfactory course progress. The procedure sets out the processes for reporting student unsatisfactory course progress on PRISMS according to ESOS Act Section 19.

Oscar Institute assess student's progress at the end of each compulsory Term. The Term is 11 weeks long for all qualifications on CRICOS scope. While every attempt would be made to keep consistency in term weeks, however number of weeks in the defined term may also factor in the duration and the completion of units of competency, which enable Oscar Institute to determine student participation and course progress in any given successfully completed term. One Term is considered the minimum length of time in which it is reasonable for the Administration Manager to make an assessment of a student's course progress.

- Satisfactory course progress is achieved where a student successfully completes at least 50% of course requirements in a successfully completed Term.
- Unsatisfactory progress is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in a successfully completed Term.
- Course breach is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in TWO consecutive successfully completed Terms or NOT responding to intervention meeting invitation within 10 working days from the receiving the invitation.

Oscar Institute will also monitor overseas student attendance (but would not report, unless otherwise required) in the process of course progress monitoring and reporting. However overseas students must meet their visa obligations regarding attendance, wherever applicable.

You will also be provided with further information about course progress and attendance requirements at your orientation. For further details, please refer to Course Progress Policy and Procedure.

Mode of delivery

Face to face (Classroom based)

Delivery Locations

Suite 2.03, Level 2, 138 – 142 Nicholson Street, Footscray VIC 3011

Fee information:

Total Course Fee:	AUD 18,750
Tuition Fee:	AUD 18,000
Material Fee:	AUD 500
Application Fee:	AUD 250 (non-refundable)

