



## 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).

### Employment Opportunities — occupational titles may include:

Senior Manager / General Manager

Business Development Manager

Operations Manager

Team Leader / Supervisor

## FEE INFORMATION

| TOTAL COURSE FEE                 | AUD 18,750 |
|----------------------------------|------------|
| Tuition Fee                      | AUD 18,000 |
| Material Fee                     | AUD 500    |
| Application Fee (non-refundable) | AUD 250    |

## COURSE DETAILS



### CAMPUS & DELIVERY

Melbourne | Face to face  
(Classroom based)



### DURATION

78 weeks, including 66 study  
weeks and 12 weeks of holidays.



### STRUCTURE

5 core · 5 elective units



## ENTRY REQUIREMENTS

Entry to this qualification is limited to those who meet one of the entry pathways below, and who can provide evidence of the additional requirements that follow:

- 01 Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions); OR have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
- 02 Have demonstrated an IELTS level at score of at 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.
- 03 Have a suitable level of language, literacy, numeracy and digital to complete course requirements with or without additional support that Oscar Institute is able to provide.
- 04 Have successfully completed Australian Year 12.
- 05 Are at least at age of 18 on the date of course commencement.
- 06 Student must have access to a working PC or laptop with a configuration suitable to meet study requirements. Please consult with student administration for further details.
- 07 Student must have sound digital literacy and access to working internet.



Prior to the finalisation of enrolment, all prospective students are required to complete a Language, Literacy, Numeracy and Digital (LLND) assessment. This assessment assists OSCAR Institute in determining the student's suitability for the course and identifying any additional support requirements during their study.

### CAMPUS

Suit 1, Level 1, 333 Queen Street,  
Melbourne VIC 3000, Australia

### WORKSHOP

29 Lentini Street, Hoppers Crossing VIC  
3029, Australia

### CONTACT

[www.oscarinstitute.edu.au](http://www.oscarinstitute.edu.au)  
[info@oscarinstitute.edu.au](mailto:info@oscarinstitute.edu.au)  
+61 422 571 122



**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.*

**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.

**CORE UNITS****5**

|                  |   |
|------------------|---|
| <b>BSBCRT611</b> | Apply critical thinking for complex problem solving |
| <b>BSBFIN601</b> | Manage organisational finances                      |
| <b>BSBOPS601</b> | Develop and implement business plans                |
| <b>BSBSUS601</b> | Lead corporate social responsibilities              |
| <b>BSBTEC601</b> | Review organisational digital strategy              |

**ELECTIVE UNITS****5**

|                  |  |
|------------------|--|
| <b>BSBLDR601</b> | Lead and manage organisational change                                |
| <b>BSBSTR601</b> | Manage innovation and continuous improvement                         |
| <b>BSBSTR602</b> | Develop organisational strategies                                    |
| <b>BSBHRM613</b> | Contribute to the development of learning and development strategies |
| <b>BSBSTR801</b> | Lead innovative thinking and practices                               |

\* An asterisk against a unit code indicates a prerequisite requirement that must be met. Prerequisite unit/s must be assessed and successfully completed before assessment of any unit with an asterisk.

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