

# Advanced Diploma of Business



## Location of Course

Classroom:  
Level 7 East,  
50 Grenfell Street  
Adelaide South Australia 5000

## Delivery Mode

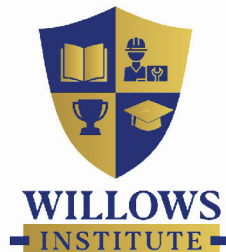
This program is delivered  
in the classroom.

## Duration

52 weeks, including 40  
study weeks and 12  
weeks of holidays.

## Study Load

20 hours per week.



## Overview of Course

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).

The latest release of the qualification and packaging rules can be found at the following link:<https://training.gov.au/Training/Details/BSB60120>

## Statement of Attainment

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit Code	Unit Title	Core Units
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
Unit Code	Unit Title	Elective Units
BSBHRM614	Contribute to strategic workforce planning	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBSTR602	Develop organisational strategies	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBCMM511	Communicate with influence	Elective



## Training and Assessment Information

This course is delivered face-to-face in a classroom-based setting.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 20 hours per week for 40 study weeks and 12 weeks term break. Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

In addition to classroom based learning, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

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

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. Textbooks are also available onsite for you to use and borrow if you wish.

## Course Credit

You can apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [www.willowsinstitute.edu.au](http://www.willowsinstitute.edu.au)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

## What are the Entry Requirements?

The Training Package requirements requires that 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.

Willows Institute also has the following entry requirements:

You must:

- Be at least 18 years of age.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS\* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - educated for 5 years in an English speaking country; or
  - completed at least 6 months of a Certificate IV level course in an Australian RTO; or
  - successful completion of an English Placement Test.

*Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.*

## Course Progress and Attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.