



START LEARNING

Kickstart your career with a nationally
recognised course

BSB60120

Advanced Diploma of Business

Course Information

BSB60120

Advanced Diploma of Business

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training



RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929



Affordable
Competitive Course Price



Adaptable
Study Anywhere at Any Time



Approachable
Unlimited Trainer Support



Acheivable
Fast Assessment Response

Course Overview

BSB60120 **Advanced Diploma** **of Business**

Delivery mode:
Online (Self-paced)

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

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To successfully enrol in this course, you must have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions). or

Alternatively, you have **two (2) years** equivalent full-time relevant workplace experience in an enterprise's operational or leadership role and can **provide evidence to satisfy the qualification entry requirements**.

The following are examples of evidence for LET Training to evaluate and assess the qualification entry requirements:

- **Certification/s or transcripts** outlines the Diploma or Advanced Diploma achieved from the BSB Training Package; or
- **A statement** from your employer/s states out your role and responsibilities carried out with two years equivalent full-time relevant workplace experience in an operational or leadership role; and/or
- **Performance review reports** that specify your role and responsibilities carried out with two years equivalent full-time relevant workplace experience in an operational or leadership role ; and/or
- **A signed job description/s** confirms your role and responsibilities with two years equivalent full-time relevant workplace experience in an operational or leadership role; and/or
- **Service agreement/s** confirms your service and responsibilities carried out with two years equivalent full-time relevant workplace experience in an operational or leadership role.

CONTACT US

Speak to LET Training Course Advisor if you:

- Wish to discuss the prerequisite requirements further; or
- Have worked in an operational or leadership role with four years' equivalent full-time experience but unsure how to provide the evidence required; or
- Unsure if this is the right program for your career development.

Contact us at:

Ph: 02 9633 3929

Email: enquire@lettraining.com.au

Units of Study

Consistent with qualification rules and the entry requirements, you must complete 10 units of competency to be awarded the qualification of Advanced Diploma of Business. LET Training offers the following units:

Core units (6):

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBFIN601 Manage organisational finances
- BSBOPS601 Develop and implement business plans
- BSBUS601 Lead corporate social responsibility
- BSBTEC601 Review organisational digital strategy

Elective units (4):

- BSBINS601 Manage knowledge and information
- BSBLDR601 Lead and manage organisational change
- BSBSTR601 Manage innovation and continuous improvement
- BSBWHS521 Ensure a safe workplace for a work area
- BSBOPS504 Manage business risk

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Study Requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Satisfy the qualification **Entry Requirements**;
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and
- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and
- Participating in interactive assessment activities and interviews as required.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and review a range of information and data, to produce reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan time, resources and budgets, produce workplace figures, statistics and measurements, and solve complex workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send emails with attachments, participate in web-based communications, read PDF files, produce documents, analyse information and data.
- **Research skills** to be able to research information and data from a variety of sources.
- **Attention to details** to successfully complete all assessment tasks to the required published standard.

How to study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

- From the date of enrolment registration, you have **up to 12 months** to complete the course.
- **Note:** if you have not achieved the a Diploma or Advanced Diploma from the BSB Training Package, and cannot demonstrate or don't have the two years' equivalent full-time relevant work experience to satisfy Diploma of HRM qualification entry requirements, you should enrol in LET Training's Diploma and Advanced Diploma course package.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.
- We find students that are genuinely motivated to progress through the course, can complete the full course in less than the offered term.
- On average it may take you 65-75 hours to complete a unit of competency.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams)

Career Opportunities

Successful completion of Advanced Diploma of Business can qualify you for a range of roles and positions, including:

- | | |
|-----------------------------------|-------------------------------|
| ▪ General Manager | ▪ Chief of Operations Manager |
| ▪ Senior Business Service Manager | ▪ Senior Business Consultant |
| ▪ Chief of Executive Manager | ▪ Senior Business Advisor |

Recognition of Prior Learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

Study Pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing the Advanced Diploma of Business, you may like to study within a university degree or enrol in LET Training's Advanced Diploma of Leadership and Management for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929



enquire@lettraining.com.au

Appendix – Course Unit Information

BSB60120 Advanced Diploma of Business

Unit of competency	Applications
BSBCRT611 Apply critical thinking for complex problem solving	<p>This unit describes the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace.</p> <p>The unit applies to individuals who are required to think critically in order to develop structured and innovative solutions to overcome complex organisational issues. Individuals in these roles operate with a high degree of autonomy and may undertake non-standard work tasks involving escalated risks. These individuals are often responsible for a team or work area.</p>
BSBFIN601 Manage organisational finances	<p>This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting. This unit also describes the skills and knowledge required to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to reviewing financial information, analysing financial risks, preparing a budget and reporting on financial activity.</p> <p>The unit applies to individuals who have managerial responsibilities which include overseeing the management of financial and other resources across a business unit, a series of business units or teams, or an organisation. It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.</p>
BSBOPS601 Develop and implement business plans	<p>This unit describes the skills and knowledge required to lead a business operation that covers the steps required to develop and implement business plans.</p> <p>The unit applies to individuals who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation. These individuals may oversee the work of a number of teams and other managers.</p>
BSBSUS601 Lead corporate social responsibility	<p>This unit describes the skills and knowledge required to consult with stakeholders to develop, implement and evaluate corporate social responsibility policy in an organisation.</p> <p>The unit applies to individuals working in senior roles in diverse contexts who have responsibility for ensuring an organisation is positioned to ensure its long-term viability and success.</p>
BSBTEC601 Review organisational digital strategy	<p>This unit describes the skills and knowledge required to review an organisation's digital strategy and assess whether it is fulfilling its objectives according to relevant performance indicators.</p> <p>The unit applies to individuals who are responsible for reviewing the operation and effectiveness of an organisation's digital strategy to ensure the strategy remains according to organisation's objectives.</p>
BSBINS601 Manage knowledge and information	<p>This unit describes the skills and knowledge required to develop and maintain information and data systems to support decision making, and to optimise the use of knowledge and learning throughout the organisation.</p> <p>The unit applies to individuals who are responsible for ensuring that critical business information is readily available to review the organisation's performance and to ensure its effective functioning. It applies to a wide range of information assets such as business performance data, customer feedback, statistical data and financial data.</p>

Unit of competency	Applications
BSBLDR601 Lead and manage organisational change	<p>This unit describes the skills and knowledge required to lead and manage organisational change.</p> <p>The unit applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, workforce development, or work in a strategic policy or planning area.</p>
BSBOPS504 Manage business risk	<p>This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.</p> <p>The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.</p>
BSBST601 Manage innovation and continuous improvement	<p>This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.</p> <p>The unit applies to individuals with managerial responsibilities who aim to build a better and more effective work environment. Continuous improvement and innovation have links with the model of the learning organisation and people working at this level play an important role in building the culture, values and attitudes of the organisation.</p>
BSBWHS521 Ensure a safe workplace for a work area	<p>This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.</p> <p>The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.</p>