

Advanced Diploma of Business

BSB60215



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. This qualification is suited to individuals who possess significant theoretical business skills and knowledge and wish to consolidate and build pathways to further educational or employment opportunities.

They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Common positions that may be suited with this qualification are:

- < **Supervisor**
- < **Manager**

COURSE REQUIREMENTS:

DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

INTERNATIONAL

English requirements:

- must have an IELTS score of 5.5 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 47 or
- must have an OET score of pass

Must be 18 years or older

Completed year 11

TRAINING DELIVERY:

Courses are available in face-to-face and blended learning modes catering to new entrants and experienced workers.

Classes are run between 1-5 days per week with options available for weekends, evenings and intensive delivery.

Programs can be tailored to suit individual needs.

Opportunities also exist for accelerated learning resulting in earlier completion, depending on your existing skills and knowledge.

Domestic students: ☎ 13 13 89

International students: ☎ +61 3 9450 0500

Please see over for Units of Study



**MELBOURNE INSTITUTE OF
TRAINING & TECHNOLOGY**

Head Office

Level 1, 158 Burgundy St, Heidelberg, Victoria 3084
Tel: (03) 9450 0500

Brunswick Campus

2/29 Cameron Street, Brunswick VIC, 3056
Tel: 03 9450 0500

Units of Study



Units of study

Students will need to complete 8 Units of Competency, consisting of all 8 Electives.

(NB: Elective units will be selected for delivery by MITT and are subject to change to meet client and industry requirements)

CORE	
ELECTIVES	
BSBHRM602	Manage human resources strategic planning
BSBINN601	Lead and Manage organisational change
BSBMGT615	Contribute to organisation development
BSBMKG609	Develop a marketing plan
BSBFIM601	Manage finances
BSBINM601	Manage knowledge and information
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBMGT605	Provide leadership across the organisation

RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply for recognition of prior learning, academic credit and work experience towards this qualification.

Detailed information is available on the MITT website www.mitt.vic.edu.au

FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at www.mitt.vic.edu.au



FURTHER INFORMATION
Visit our website or contact your
closest office for further information
www.mitt.vic.edu.au



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