ADVANCED DIPLOMA OF BUSINESS (BSB60207)

This Advanced Diploma of Business reflects the role of individuals with significant expertise in either specialised or broad areas of skills and knowledge who are seeking to further develop expertise across a range of business functions.

The qualification is suited to the needs of individuals who possess significant theoretical business skills and knowledge that they would like to develop in order to create further educational or employment opportunities.

Career Outcomes
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: senior administrator, senior executive.

Course Structure
This course is delivered online over a period of 40 weeks.

Entry Requirements
Applicants will need to show they meet one of the following entry criteria:
- Completion of a relevant diploma e.g. Diploma of Business; OR
- Substantial relevant work experience. Applicants should have at least two years of relevant work experience and provide at least two business referees to verify employment and the tasks undertaken.

Recognition of Prior Learning (RPL)
If you have studied previously or have work experience that relates directly to your course, you may be exempt from a component/s of your course through recognition of prior learning (RPL). If you think you may be eligible for RPL you should first familiarise yourself with the Course Credit Policy and Procedure (Recognition of Prior Learning) and complete an Application to apply for RPL assessment.

Online Learning Features
Online Learning is unique because it encompasses electronically supported learning and teaching methods.
- Study when it suits you - with no set class timetable you can study when and where you want, tailoring your education to suit your lifestyle, family and any paid work commitments
- Personal support - you’ll be guided through your studies with an interactive and web-based educational experience. You get the same high level of support as an on-campus student, maximising your chances of success
- Structured learning - regular timed intakes means you can look forward to a structured learning environment – this ensures continuous progression with all the benefits of flexible Online Learning
- Full access to course materials & resources - get full access to detailed course materials, student email, forums, live chat, recorded lectures, quizzes and assessments, links to external resources materials and videos

This course is delivered by Study Group Australia Pty Limited (RTO Code: 5806), trading as Martin College
Course Outline
The Advanced Diploma of Business consists of 8 Units of Competency, as identified in the Business Services Training Package. All units must be successfully completed to attain the Advanced Diploma. Below is an outline of the subjects included. For a full breakdown of all Units of Competency please contact our Education Managers.

UNIT DESCRIPTION
- Manage Change
- Manage Knowledge and Information
- Manage HR Strategic Planning
- Develop a Marketing Plan
- Marketing Objectives
- Strategic Management
- Manage Finances

Plus one of the following elective subjects

UNIT DESCRIPTION
- Accounting for Managers
- Organisational Leadership
- Effective Corporate Communication

Course Fees and Payment Options
The advanced diploma has a total course fee of $10,400. VET FEE-HELP is available for this course allowing you to study now, pay later. For further details on VET FEE-HELP and for the full fee schedule please visit www.upskilled.edu.au/vet-fee-help.

How to Apply
Whether you're inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:
- Select from more than 80 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.