



## ENTRY REQUIREMENTS

### *Qualification Package Entry Requirements*

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- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).Or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.

### *ANC Admission requirements*

ANC has the following admission requirements for all international students:

- Applicant must be of the age 18 years or over at the time of the scheduled course commencement.
- Entry into this course requires successful completion of an Australian Year 12 qualification or equivalent.
- Applicants are required to have successfully completed a Language, Literacy and Numeracy (LLN) test and Pre-Training Review before training commencement. The student may be exempted from LLN test if student has already completed an Australian Qualification of Certificate IV or higher level prior to enrolment.
- Have an IELTS overall band of 5.5 or equivalent.

Note: International students who are currently enrolled with another Provider across Australia and are requesting to enrol to another Provider are generally categorised as 'Transfer Students'. For this purpose, these students need to be released by their current Provider by means of providing a 'Release letter' unless the student has finished six (6) months in their Principal Course of Study.

### *Required Australian Core Skills Framework (ACSF) level*

ACSF level 4 is required in reading, writing, learning, numeracy and oral communication.

## LICENSING / REGULATORY INFORMATION

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## PATHWAY FROM THE QUALIFICATION

### *Training Pathway*

Further training pathways from this qualification include, but are not limited to enroll in a university degree such as a Bachelor of Business or a Bachelor of Business Management.

### *Employment Pathway*

Advanced Diploma of Business is in the Business Services pathway. By completing this course, you may gain knowledge and skills to persist a career in the following job streams.

Business Administration:

- Senior Manager

Business Support:

- Senior Manager

Library and Information Services:

- Senior Manager

Human Resources and Work Health and Safety:

- Occupational Health and Safety Practitioner
- Senior Human Resources Generalist

Leadership and Management:

- Managing Director

Legal and Conveyancing:

- Conveyancing Manager

Marketing and Communication:

- Account Director

Project Management:

- Project Director

Learners who complete a course are reminded at the time of completion, of further opportunities, unless a learning barrier has been identified that would hinder their progression to a higher qualification level.

Please refer to the following source for Pathway and employment outcomes and Job Pathways Charts illustrating potential career pathways within that industry.

Source: <https://www.myskills.gov.au/courses/details?Code=BSB60120>

## **TRAINING DELIVERY**

The program for international students takes place in a classroom and simulated environment with access to Internet.

## **DURATION**

This course is offered full time over 52 weeks (including holidays) on a full-time basis for 20 hours per week. Students need to gain competency in 12 units (5 core units and 7 elective units) to successfully complete this course.

## **RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER**

The underlying principle of Nationally Recognised Training is that a learner does not have to repeat training and assessment that has already been undertaken.

ANC has a Recognition of Prior Learning (RPL) and Credit Transfer Policies and Procedures and can be found at ANC's website, which outlines in detail a processes to be followed for granting recognition and credit transfer. This is supported through the RPL guidelines for this qualification which focus specifically on all units.

Learners are encouraged to apply for RPL prior to or immediately after formal enrolment but prior to the facilitated delivery of units to ensure that they do not miss any training opportunities offered should they be unsuccessful in the RPL process.

Credit Transfer relates to the recognition of learning achieved through formal education and training, and involves assessing a previously completed course or units to see if it provides equivalent learning or competency outcomes to those required within the current course of study. Learners must provide transcripts of results and/or statements of attainment for credit transfer to be assessed.

Where a learner is successful in the RPL or Credit Transfer (CT) application, the units to be undertaken and course duration will be adjusted accordingly.

Where RPL is granted, learners do not have to participate in further training and assessment for skills and knowledge that they already possess.

## COURSE FEE

- Tuition Fee: AUD 9,000
- Application/Registration Fee: AUD 200 (Non-refundable)
- RPL Fee: AUD 250 per unit

**Note:** Note: Students will be provided the option of Easy Monthly Instalments. Students are advised contact the Institute in relation to the updated and recent fees for the course. Course fee is subject to change.

### Terms and Conditions:

- ANC will strive to maintain highly competitive fair and reasonable fee structures.
- ANC adjusts its fees and charges from time to time. Changes to fees will be fairly and equitably applied, advertised and clearly indicate the date from which the change will take effect.
- ANC provides details of course fees in all course information.
- ANC will ensure these fees are applied and communicated to clients prior to enrolment.
- In accordance with the Standards for RTOs 2015, ANC adopts the following to protect fees paid in advance:
  - Flexible payment arrangements/ options will accommodate individual circumstances.
  - Fees must be paid in full before certification will be issued.
  - Acceptable payment options can be made via credit card, direct debit, and EFT remittance to accommodate the diverse financial situations of clients.

## COURSE STRUCTURE

For International Students, course duration has been calculated on 20 hours per week (52 weeks in total) including 12 weeks of Term Breaks. All students are expected to give 10 hours per week as Self-Directed Study.

As per package rules, 10 units must be completed. These include 5 core units and 5 elective units.

### Core Units

Unit Code	Unit Title	Pre-Requisite
BSBCRT611	Apply critical thinking for complex problem solving	Nil
BSBFIN601	Manage organisational finances	Nil
BSBOPS601	Develop and implement business plans	Nil
BSBSUS601	Lead corporate social responsibility	Nil
BSBTEC601	Review organisational digital strategy	Nil

### Elective Units

Unit Code	Unit Title	Pre-Requisite
BSBLDR601	Lead and manage organisational change	Nil
BSBSTR602	Develop organisational strategies	Nil
BSBSTR601	Manage innovation and continuous improvement	Nil
BSBLDR602	Provide leadership across the organisation	Nil
BSBOPS504	Manage business risks	Nil

## COURSE COMMENCEMENT

Please contact ANC for the intake dates.

## ASSESSMENT METHODS

Each unit is delivered and assessed as a standalone unit. Assessment comprises written assignments, activities and practical application projects. Students are required to attend training and assessment activities as scheduled.

Assessment is structured throughout the course. If students are unable to achieve competency, additional support is provided through mentoring and access to re-assessment as outlined in our policies and procedures. Assessment requires achievement across all tasks to demonstrate competence and may include:

- Knowledge Questions
- Practicals / Demonstration / Observations/Role Plays
- Projects
- Case Study

## RESOURCES / MATERIALS

The training facilities are equipped with all the required equipment in accordance with the training package (<https://training.gov.au/Training/Details/BSB60120> ). Students will be provided with access to the following resources required to complete the qualification successfully upon enrolment:

- Units' Notes
- Student Workbooks and Resources
- PowerPoint Slides and Handouts
- Computers
- Microsoft Office Suite

## COMPLETION

Upon successful completion of this course, student will receive a nationally recognised BSB60120 – Advanced Diploma of Business. Students who do not complete all units may be eligible for a Statement of Attainment for partial completion of the BSB60120 – Advanced Diploma of Business

## COURSE DELIVERY LOCATION

The training delivery location is 182 Capel St, North Melbourne VIC 3051

## FURTHER INFORMATION

Before enrolment, each student should ensure s/he meets the following requirements:

- Enrolment Application Form can be downloaded from website <https://anc.vic.edu.au/> or request to be emailed can be forwarded to [admissions@anc.vic.edu.au](mailto:admissions@anc.vic.edu.au).
- Read and understand the complete information available at ANC's website [anc.vic.edu.au](http://anc.vic.edu.au) or email your request to [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au).
- Read and understand all policies and procedures available at ANC's website or email your request to [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au).
- Provide ANC with their Unique Student Identifier (USI) number. For more information, see <https://www.usi.gov.au/students/create-your-usi>.
- You can post or visit us at our head office in 182 Capel St, North Melbourne VIC 3051, or call us at 03 9662 3300.
- You will also find further information about fees and refunds and the enrolment process applied by ANC on the website <https://anc.vic.edu.au/> and Student Handbook.
- For further details or queries, ANC can be contacted via email at [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au) or [admissions@anc.vic.edu.au](mailto:admissions@anc.vic.edu.au) or phone: 03 9662 3300.

## IMPORTANT INFORMATION

- ANC has got the systems in place to make sure that students are getting quality training during the course. ANC is responsible for compliance and training & assessment of this course and there are no third-party training provider services acquired by ANC.
- Please go through the policies and procedures regarding enrolment, fee refunds, course progress and complaints & appeals available on the website <https://anc.vic.edu.au/>.