

Brisbane College of Horticulture

BSB60215

Advanced Diploma of Business

Description

In undertaking the qualification BSB60215, Advanced Diploma of Business, you can learn advanced business administration skills that apply across different sectors and roles within the workplace.

Your study will help you develop significant expertise in either specialised or broad areas of skills and knowledge and is suited to those who are seeking to further develop their expertise across a range of business functions. The qualification is also suited to those individuals who would like to develop their theoretical business skills and knowledge so they can expand their educational or employment opportunities.



Occupations that relate to this qualification include senior administrators and executives.

Entry Requirements

All students must have successfully completed Year 12 or equivalent qualification / certificate and received / gained at least a 55% pass mark in the English Subject / or be able to demonstrate English language proficiency at the time of enrolment.

A student can demonstrate English language proficiency by taking IELTS exam (minimum score 5.0) or by demonstrating the reading and writing skills to the Brisbane College of Horticulture (BCH).



Our credentials.

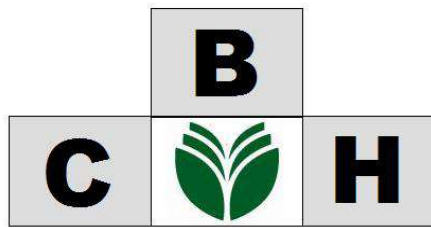
The Brisbane College of Horticulture was first registered as a training provider in November 2009 (*Registration number 32032*) offering courses in Horticulture (which it continues to do).

The RTO's registration is located at <http://training.gov.au/Organisation/Details/32032> and its CRICOS registration : <http://cricos.education.gov.au/Institution/InstitutionDetails.aspx?ProviderID=3226>

The College is also a member of the Australian Council for Private Training and Education (ACPET). ACPET's focus on high standards means only quality independent training organisations are admitted as members, who must adhere to the ACPET Code of Ethics.

The College strives to deliver the finest educational opportunities possible through a commitment to students' success. To achieve this, class sizes are kept relatively small, and do not exceed 10 students at any one time. This permits more active engagement between trainer, student and colleagues.





Brisbane College of Horticulture

This is supported by the quality of the training resources and the experience of the trainers which serves to motivate students and fosters a personal approach to studying.

Why study at BCH?

-  *Modern Location*
-  *Close to Public Transport and shops*
-  *Experienced Trainers*
-  *Employment Opportunities at a range of Nurseries*
-  *Free Internet Access*

Why wouldn't you study with BCH

The learning facilities are of the highest standard in presentation creating a friendly and relaxed learning environment.

Program Duration

The AQF specify that the volume of learning for an Advanced Diploma qualification is typically 18 months -2 years (1800 -2400 hours)

Candidates will have 18 months (with the provision to extend their studies by a further 6 months) in which to complete the course, comprising 840 hours of face to face delivery, 480 hours of private study & research, and 480 hours for assessment activities.

There will be a 2 week break every 10 weeks.

Admission Method

Provided you meet the entry requirements; you can only enrol at the college's head office. At the time of application or enrolment you will be provided with a self - assessment kit which is used to help determine your current level of learning and skills. We use this to determine whether you might be eligible for recognition of prior learning and or to develop a training plan specific to your learning needs. This helps you get the course you want according to your needs.

Contextualisation

Contextualisation of the learning (and assessment) resources will be undertaken when the addition of industry specific information to a unit of competency reflects the immediate operating context. In most cases this will be in the context of nursery operations.

The application of the context will be guided by the specific lesson plans developed for the units.

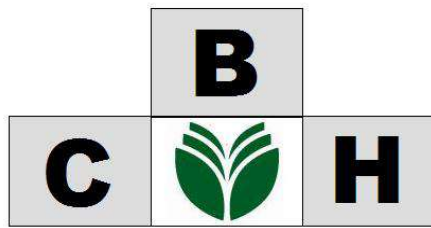
Method of Study

The lessons are conducted in the classroom environment using face to face delivery. The College may be available during normal business hours should you wish to utilise the premises outside normal study hours for additional study time.

All learners receive a set of learner guides that form part of the program.

If you have any concerns about the methods of study please speak to the college prior to enrolment.





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Requirements for Qualification

To successfully complete the course, students must undertake all units, sit and be deemed competent in all assessment tasks.

Students are required to actively participate in all learning activities during the course.

The training will include a series of class lead and home based practical exercises that will be used to guide your progress and the content maybe contextualised to suit those working within the horticulture sector.



Course Structure

BSB60215 Advanced Diploma of Business contains 8 units:

Unit code	Unit title
BSBFIM601	Manage Finances
BSBINN601	Lead and manage organisational change
BSBMGT517	Manage operational plan
BSBMKG603	Manage the marketing process
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWHS501	Ensure a safe workplace



Course Schedule

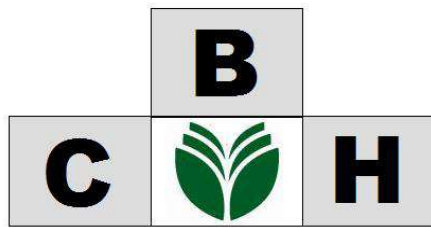
Participants will be required to attend the weekly sessions. Classes will vary however you will be informed at enrolment what sessions you will be required to attend. These sessions will remain constant throughout your course.

Course Assessment

During your course, you will be required to sit a range of assessments. These will include both practical and written and are in addition to the learning activities mentioned previously. Your trainers will provide you sufficient information prior to each assessment activity to ensure you understand your requirements.

You will also be supplied with an assessment kit for each unit of study. Each kit provides all of the information you need to complete each assessment task.

Learning and assessment support assistance will be given to participants who experience learning difficulties.



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Recognition of Prior Learning

Recognition of prior learning (RPL) may be possible for part of or the entire course. Past training, formal and informal and/or experience can be assessed and matched against the units of competency within this course.

If you have any prior experience in business administration or management, you may be eligible for RPL. This will be indicated by the self-assessment you complete at the time of applying for enrolment.

Course Costs

Total fee \$7,000 (AUD)

This includes:

- Your student kit and handbook
- Learner guides
- Assessment kits
- Support throughout your course

There are no other fees and charges applicable for fee for service students enrolling in this qualification.

Location

Brisbane office: U6 31 Black St Milton Queensland 4064 Australia

Cairns Office: 1/15 Lake Street, Cairns QLD 4870

Contact Details

Telephone: (+61) 7 3162 1661 and (+61) 411 965 993

Email: info@bch.edu.au

Why study at BCH?

- Modern Location
- Close to Public Transport and shops
- Experienced Trainers
- Employment Opportunities at a range of Nurseries
- Free Internet Access

Why wouldn't you study with BCH

Refer to the College Enrolment Form and of the College Policy & Procedure Manual for further information on the terms and conditions for enrolment and participation including course fees, refunds, equity and other related procedural matters.

