

Brisbane College of Horticulture

BSB60120

Advanced Diploma of Business

Description

In undertaking the qualification BSB60120 Advanced Diploma of Business, you can learn advanced business administration skills that apply across different sectors and roles within the workplace.

Depending on your chosen outcome, 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

There are no entry requirements for this qualification but candidates should have a good command of the English language, and adequate numeracy skills to complete computations including ratios and percentages.

Pathways into the qualification

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at advanced diploma level, including:

- Diploma of Business or other relevant qualification
- or
- Substantial vocational experience in a range of environments, acting in a range of senior support or technical roles

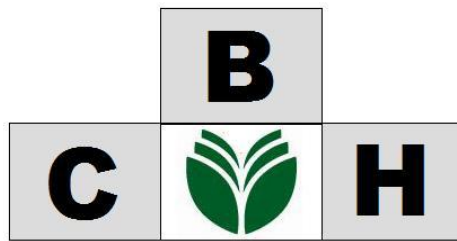
Candidates will be provided with a self-assessment tool to assist in the confirmation of potential RPL, RCC and entry pathways when making an applicant to enrol.

Program Duration

This course will run for 52 weeks comprising 20 hours per week of study time. There will be periodic term breaks in the academic year.

The home distance study component of the course will never exceed 25% of a unit or course. Students are expected to make use of this time to further their education. The College will be available should you wish to utilise the premises for the distance study. All learners receive a set of manuals 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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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.

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?

Enrol today



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.

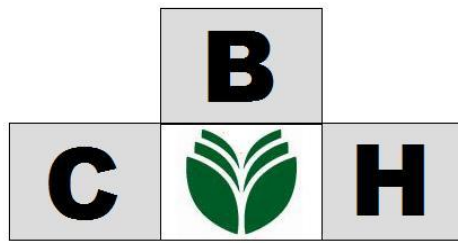
Requirements for Qualification

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



Brisbane College of Horticulture

BSB60120 Advanced Diploma of Business contains 10 units:

BSBCRT611 Apply critical thinking for complex problem solving

BSBFIN601 Manage organisational finances

BSBOPS601 Develop and implement business plans

BSBSUS601 Lead corporate social responsibility

BSBTEC601 Review organisational digital strategy

BSBLDR601 Lead and manage organisational change

BSBOPS502 Manage business operational plans

BSBINS601 Manage knowledge and information

BSBMKG623 Develop marketing plans

BSBWHS521 Ensure a Safe Workplace for a work area

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

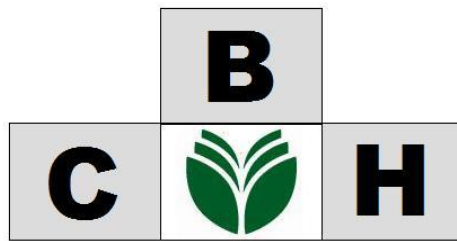
During your course, you will be required to sit a range of assessments. These will include both practical and written and are in addition to the learning activities mentioned previously. Your trainers will provide you sufficient information prior to each assessment activity to ensure you understand your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

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.



Brisbane College of Horticulture

Course Costs

Total fee \$8,000

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: Level 3 97 Creek St Brisbane Qld 4000

Contact Details

Telephone: +61 480 123 015 and (+61) 413 703 692

Email: info@bch.edu.au

Web: <http://www.bch.edu.au/>

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.