This qualification reflects the role individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Administrator, Business Development Manager, Business sales Team Leaders, Corporate Services Manager, Executive Officer, Legal Practice Manager, Project Consultant, Project Coordinator.

Duration: 52 weeks full time including 9 weeks of holidays.
Fees: AU $10,500 (includes enrolment fees AU $395, AU $245 program material fee)

Must be 18 years or older.
Completion of year 12 with a minimum of 65% marks, if applicable.
IELTS overall band score of 5.5 with no individual band less than 5.0, if applicable.

Preferred pathways for candidates considering this qualification include:
- BSB40215 Certificate IV in Business or other relevant qualification or
- With vocational experience in a range of work environments in senior support roles but without a qualification.
PATHWAYS FROM THE QUALIFICATION

BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is the assessment process for recognizing competencies gained through previous learning, work and life experiences. Students who have completed any of the subjects or have practical experience that can be used for RPL, can contact American College prior to enrolment. In order to be granted RPL, candidates are required to provide evidence that they are already competent in the specific subject/subjects and these evidences should be valid, authentic, current and sufficient.

PROGRAM CONTENTS

Total Number of Subjects = 8 elective subjects

<table>
<thead>
<tr>
<th>SUBJECT CODE</th>
<th>SUBJECT NAME</th>
<th>C/E</th>
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<tbody>
<tr>
<td>BSBHRM501</td>
<td>Manage Human Resources Services</td>
<td>E</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage Recruitment, Selection and Induction Processes</td>
<td>E</td>
</tr>
<tr>
<td>BSBHRM513</td>
<td>Manage Workforce Planning</td>
<td>E</td>
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<tr>
<td>BSBADM502</td>
<td>Manage Meetings</td>
<td>E</td>
</tr>
<tr>
<td>BSBMGT605</td>
<td>Provide Leadership Across the Organization</td>
<td>E</td>
</tr>
<tr>
<td>BSBMKG501</td>
<td>Identify and Evaluate Marketing Opportunities</td>
<td>E</td>
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<tr>
<td>BSBMKG502</td>
<td>Establish and Adjust the Marketing Mix</td>
<td>E</td>
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</tbody>
</table>

ASSESSMENT REQUIREMENTS

This is a competency based program and assessment is undertaken. Assessment for this qualification includes underpinning knowledge questions, work-based projects and third party reports. It is also based on completion of assignments, Practical tests and/or examinations for each subject. We work with you to assist you to demonstrate your competency.

ENROLMENT

To enrol in this qualification, please contact us.

American College Pty. Ltd. trading as American College

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