



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB60207 Advanced Diploma of Business**

**Revision Number: 1**

## **BSB60207 Advanced Diploma of Business**

### **Modification History**

Not applicable.

## Description

### Descriptor

This qualification 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.

### Job roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- senior administrator
- senior executive.
- 

## Pathways Information

### Qualification pathways

#### *Entry requirements*

There are no entry requirements for this qualification.

#### *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:

- BSB50207 Diploma of Business or other relevant qualification

or

- with substantial vocational experience in a range of environments, acting in a range of senior support or technical roles.
- 

## Licensing/Regulatory Information

### Licensing, legislative, regulatory or certification considerations

There is no direct link between this qualification and licensing, legislative or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative or regulatory requirements that impact on the unit.

## Entry Requirements

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### BSB60207 Advanced Diploma of Business

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry or enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>conducting research to collect and analyse information in a range of reports</li> <li>consulting with others to develop a range of operational plans</li> <li>liaising with stakeholders and promoting participative workplace arrangements</li> <li>negotiating solutions to new and emerging issues</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>managing and developing others to be effective and empowered team members</li> <li>managing and providing feedback on individual and team performance</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>assessing financial viability of new opportunities and matching organisational capability with market needs</li> <li>developing and managing risk management and contingency plans</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>encouraging creative and innovative workplace solutions</li> <li>identifying new and emerging opportunities for the business and developing strategies to capitalise on them</li> <li>managing, fostering and facilitating change</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>developing systems that are flexible and responsive to changing circumstances</li> <li>planning for contingencies and performance of staff and systems</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>dealing with contingencies</li> <li>managing own time and priorities</li> <li>taking responsibility as required by job role and ensuring organisational policies and procedures are adhered to</li> </ul>
Learning	<ul style="list-style-type: none"> <li>coaching and mentoring others to acquire new knowledge and skills</li> <li>managing the performance of team members by regular</li> </ul>

**EMPLOYABILITY SKILLS QUALIFICATION SUMMARY**

	monitoring and review
Technology	<ul style="list-style-type: none"> <li>• using electronic communication devices and processes, such as internet, intranet and email to produce written correspondence and reports</li> <li>• using technology to assist the management of information and to assist the planning process</li> </ul>

**Packaging Rules****Packaging Rules**

**Total number of units = 8 elective units**

**6 elective units** must be selected from the list below, with no more than 3 units selected from any one group.

**2 elective units** may be selected from the units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level or Diploma level.

The units selected must be relevant to the work outcome, local industry requirements and the qualification level.

**Elective units****Group A****Advertising**

BSBADV602B	Develop an advertising campaign
BSBADV603B	Manage advertising production
BSBADV604B	Execute an advertising campaign
BSBADV605B	Evaluate campaign effectiveness

**Group B****Human resource management**

BSBHRM602B	Manage human resources strategic planning
------------	---

**Information management**

BSBINM601A      Manage knowledge and information

**Innovation**

BSBINN601B Manage organisational change

**Management**

BSBMGT615A      Contribute to organisation development

**Group C****Marketing**

BSBMKG603B      Manage the marketing process

BSBMKG605B      Evaluate international marketing opportunities

BSBMKG606B      Manage international marketing programs

BSBMKG607B      Manage market research

BSBMKG608A      Develop organisational marketing objectives

BSBMKG609A      Develop a marketing plan

**Group D****Continuity**

BSBCON701A      Establish and review the business continuity management framework and strategies

**Financial management**

BSBFIM601A Manage finances

**Information management**

BSBINM601A      Manage knowledge and information

**Intellectual property**

BSBIPR601A Develop and implement strategies for intellectual property management

**Sustainability**

BSBSUS501A	Develop workplace policy and procedures for sustainability