



Australian Government

BSB60120 Advanced Diploma of Business

Release: 1

BSB60120 Advanced Diploma of Business

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have general management accountabilities.

Individuals in these roles carry out complex tasks in a specialist field of expertise. They may undertake technical research and analysis, and will often contribute to setting the strategic direction for a work area.

The qualification is suited to individuals who are responsible for the supervision and leadership of a team or work area (including by managing staff performance and making staffing decisions).

Licensing/Regulatory Information

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

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Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions).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

Packaging Rules

Total number of units = 10

5 core units plus

5 elective units, of which:

- 3 elective units must be selected from elective Group A
- for the remaining 2 units:
 - up to 2 elective units may be selected from elective Groups A and B

- if not listed, up to 2 elective units may be selected from a Diploma or Advanced Diploma, from any currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core 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

Elective units

Group A

BSBHRM614 Contribute to strategic workforce planning

BSBINS601 Manage knowledge and information

BSBLDR601 Lead and manage organisational change

BSBSTR601 Manage innovation and continuous improvement

BSBSTR602 Develop organisational strategies

BSBSTR603 Develop business continuity plans

BSBTWK601 Develop and maintain strategic business networks

BSBWHS521 Ensure a safe workplace for a work area

BSBXDB501 Support staff members with disability in the workplace

Group B

BSBAUD515 Evaluate and review compliance

BSBAUD516 Develop and monitor processes for the management of breaches in compliance requirements

BSBAUD601 Establish and manage compliance management systems

BSBCMM511 Communicate with influence

BSBCRT511 Develop critical thinking in others

BSBFIN501 Manage budgets and financial plans

BSBFIN801 Lead financial strategy development

BSBHRM522 Manage employee and industrial relations

BSBHRM613 Contribute to the development of learning and development strategies

BSBINS513 Contribute to records management framework

BSBLDR602 Provide leadership across the organisation

BSBOPS504 Manage business risk

BSBOPS505 Manage organisational customer service

BSBOPS602 Monitor corporate governance activities

BSBPEF501 Manage personal and professional development
BSBPMG530 Manage project scope
BSBPMG631 Manage program delivery
BSBPMG634 Facilitate stakeholder engagement
BSBPRC505 Manage ethical procurement strategy
BSBSTR801 Lead innovative thinking and practice
BSBSTR802 Lead strategic planning processes for an organisation
BSBSUS511 Develop workplace policies and procedures for sustainability
BSBTEC501 Develop and implement an e-commerce strategy
BSBXCM501 Lead communication in the workplace
BSBXDB502 Adapt organisations to enhance accessibility for people with disability

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB60215 Advanced Diploma of Business.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>