

Career Opportunities/Vocational Outcomes

The Advanced Diploma of Business applies to individuals with various job titles including:

- Executive Officers;
- Managers;
- Project Managers;
- Program Consultants; and
- Program Coordinators.

Pathways

Entry Requirements/Pathways

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- Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions); or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

In addition to the above, learners will need:

- Communication skills at a requisite level to complete the course
- Computer skills such as:
 - Knowledge of common computing terms and word processing;
 - Familiar with web browser software;
 - Able to send/receive e-mail, including e-mail with attachments; and
 - Proficient in navigating the Internet.

Computer hardware and software requirements

- Operating System: Windows 7 or higher; MAC OS X 10.6 or higher (recommended);
- CPU: Min. of 2 GB of RAM, Min. of 2 GB of spare disk space is recommended;
- Processor: 2.0 GHz processor or higher (32-bit or 64-bit);
- Monitor with at least 1024x768 screen resolution;
- Internet access: Minimum ADSL1 with a speed of at least 1.5Mbps;
- Valid personal email address;
- Speakers and microphone/headset;
- Adobe Reader;
- Word processing and presentation software e.g. - Microsoft Office, PowerPoint, etc; and
- In date web browser – e.g. Google Chrome, Mozilla Firefox, etc.

Student selection

Each applicant will be interviewed to:

- Ensure suitability of program for the individual and his/her current position and/or career path;
- Explore possibilities for RPL and/or credit transfer (as applicable);
- Identify special needs and determine reasonable adjustment (if applicable/required);
- Establish delivery mode(s) that match the requirements of the student;
- Inform important policies/processes (e.g. - student selection/admissions, privacy, payment/refunds, grievance/complaints processes, etc).

Articulation Pathways from the Qualification

On completion of this course, you could consider higher qualifications in this Training Package, the Training Package area of your vocational competence, or in the higher education sector. For instance, you may undertake a Graduate Diploma of Management (Learning) or Graduate Diploma of Strategic Leadership as a pathway to a postgraduate qualification.

Gaining University Entrance

A Certificate IV or Diploma may gain 6-12 months advanced standing in a university degree. Some Advanced Diplomas may be eligible for even more credit. Choosing a GEM College of International Business to University Pathway is a great way to get practical 'job ready' skills and then gain entry to a university at an advanced stage.

A Graduate Certificate/Diploma from GEM College of International Business, coupled with relevant industry experience, may gain entrance to post graduate qualifications

Course Structure

The Course Structure requires that learners successfully complete **10** units, namely - **5 Core**; and **5 Electives**. **3 Elective Units** must be selected from the list of Group A Electives below, while the remainder will be drawn from:

- Up to 2 Electives may be selected from elective Groups A and B; or
- If not listed, up to 2 Electives 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

Apply critical thinking for complex problem solving	BSBCRT611
Manage organisational finances	BSBFIN601
Develop and implement business plans	BSBOPS601
Lead corporate social responsibility	BSBSUS601
Review organisational digital strategy	BSBTEC601

Elective Units

Group A

Contribute to strategic workforce planning	BSBHRM614
Manage knowledge and information	BSBINS601
Lead and manage organisational change	BSBLDR601
Manage innovation and continuous improvement	BSBSTR601
Develop organisational strategies	BSBSTR602
Develop business continuity plans	BSBSTR603
Develop and maintain strategic business networks	BSBTWK601
Ensure a safe workplace for a work area	BSBWHS521
Support staff members with disability in the workplace	BSBXDB501

Group B

Evaluate and review compliance	BSBAUD515
Develop and monitor processes for the management of breaches in compliance requirements	BSBAUD516
Establish and manage compliance management systems	BSBAUD601
Develop critical thinking in others	BSBCRT511
Manage budgets and financial plans	BSBFIN501
Lead financial strategy development	BSBFIN801
Manage employee and industrial relations	BSBHRM522
Contribute to the development of learning and development strategies	BSBHRM613
Provide leadership across the organisation	BSBLDR602
Manage business risk	BSBOPS504
Manage organisational customer service	BSBOPS505
Monitor corporate governance activities	BSBOPS602
Manage personal and professional development	BSBPEF501
Manage project scope	BSBPMG530
Manage program delivery	BSBPMG631
Facilitate stakeholder engagement	BSBPMG634
Manage ethical procurement strategy	BSBPRC505
Lead innovative thinking and practice	BSBSTR801
Lead strategic planning processes for an organisation	BSBSTR802
Develop workplace policies and procedures for sustainability	BSBSUS511
Develop and implement an e-commerce strategy	BSBTEC501
Lead communication in the workplace	BSBXCM501
Adapt organisations to enhance accessibility for people with disability	BSBXDB502
Communicate with influence	BSBMMM511
Contribute to records management framework	BSBINS513

Course Fees

Fees

State Assistance:

Assistance might be available for this qualification: <http://www.gemcollege.edu.au/financial-assistance/>. State Government funding/subsidies may be available within your state. Please check with your GEM representative if you require clarity in this regard.

Student Loan:

GEM College now partners with Study Loans as a great way for you to finance your course. [Click here to find out more and apply.](#)



Tuition Fees include:

Your tuition fee includes:-

- Access to GEM Online Campus – and interactive Onscreen Guides
- Learner Guide for each Unit (pdf)
- Assessment Guide for each Unit (pdf)
- All essential reference materials.
- Additional Reference materials may be requested to further enhance your learning. These might attract an additional charge.

Contact our Administration Centre on (08) 8342 3316 for more information and payment options. Fees, charges and course offerings are subject to change.

Fees can be paid using EFTPOS, Visa, MasterCard, cheque, money order or purchase order. **Note:** GEM College may not accept upfront payments in excess of \$1,500 from individuals, prior to a pre-enrolment discussion with a course advisor.

Scholarships

A limited number of Partial Scholarships are offered within Australia annually. A limited number of Offshore Scholarships are offered annually. [See Application for Consideration for Scholarship on the GEM website.](#)

Course Fees: \$4,250

Grievances and Appeals

GEM College of International Business is committed to ongoing improvements that will enhance the service that is provided to you, the client. Should you have any grievance with the way in which GEM College has conducted business with you, we will be pleased to listen to what you have to say. By doing so, hopefully, we will improve our service which, will in turn, benefit everyone accessing training through us.

In the first instance, any grievance should be discussed with the relevant Administrative person, Tutor or Facilitator. If they cannot resolve the problem to your satisfaction, it will then be referred to the Campus Manager. If the Campus Manager was your first point of contact or if the issue is still not resolved to your satisfaction, then the National Manager shall endeavour to resolve the matter. If the National Manager does not resolve the matter to your satisfaction, the Director-International Business or the Corporate Leader will be pleased to make an appointment and listen to your grievance. Further detail regarding our grievance and appeals policy is contained in our "Customer Service Charter and Grievance Policy" which is located at <https://www.gemcollege.edu.au/student-policies/>

If you do not agree with the result given for an assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your Tutor or Facilitator. If you are not satisfied with the outcome of that discussion, you can access the appeal process through the Campus Manager. More information on Learner's rights and responsibilities can be found at <https://www.gemcollege.edu.au/student-policies/>

GEM College of International Business hereby gives an assurance that no discrimination shall be made against an individual or organisation lodging a grievance. We view all criticism and suggested improvements as ways that will allow us to improve our service to you.

Assessment

There are assessments tasks for every Performance Criteria built into every Unit of Competency. You will not be assessed until you indicate that you are prepared for assessment. Your Tutor or Facilitator will give you at least one-week notice of any assessment being organised by the Assessor. You will be required to have submitted your portfolio of evidence prior to the actual assessment date, or to bring it with you to the assessment. If face to face assessment is being undertaken you must attend. If you are sick, a phone call is required to advise of your absence. Otherwise, a doctor's certificate will be necessary for an alternative date to be set for the assessment. For more information on assessment, refer to your 'Course Information Guide' for this Unit, and/or for additional information, which is available on the GEM website.

Location

If you do not have a workplace that is suitable for you to demonstrate your competence on the job, GEM College of International Business may be able to provide customised, flexible or on-the-job options for this course. Contact your Tutor or Facilitator for further information to discuss your needs.

Reasonable adjustment

If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately discuss this with your Tutor or Facilitator, about a 'reasonable adjustment'. This is the adjustment of the way in which you are to be assessed to take into account your condition. This may include providing additional time, or a support person. While assessment tasks may be changed to suit your condition, the actual performance criteria cannot be altered.

Recognition of Prior Learning and Current Competency

GEM College of International Business recognises skills gained through previous studies, the workplace and life experience which may allow you to complete your qualification more quickly than the nominated minimal hours.

You may be entitled to recognition that will exempt you from one or more Units of Competency. Where you can provide evidence of competency in all Units in a given qualification, you will be required to complete a major project, to demonstrate your ability to provide current application of those competencies across a range of sectors, or with regards to a range of contingencies.

If you are granted RPL the target unit will be reported on your Academic Transcript advanced standing. No gradings are provided for Units granted under RPL arrangements.

You must enrol in all Units of Competency and apply for an exemption by completing a form. Attendance at class, or Online is necessary until any relevant exemption is granted.

For further information please contact the Quality Control Officer via stephen.short@gemcollege.edu.au or visit the GEM College website.

Student Journey

At GEM College of International Business, we are committed to aligning our policies, processes and the information that we share with the unique needs of each student. Thus, we tailor each phase of the 'Student Journey' according to this. A generic overview of the 'Student Journey' appears in the illustration below. An inter-active version can be found at our website by clicking [here](#).



Important GEM College Policies, Processes and Student Information

GEM College of International Business is acknowledged by its industry partners and former students as upholding the highest standards of ethical conduct and professional excellence. We strive to inculcate these same standards in our learners and to produce business leaders with recognised integrity. Thus, our (benchmarked for best practice) policies and processes support this and protect both the College and its learners.

The policies and processes of the College are transparent; we therefore discuss these with our learners during an Orientation Session at the commencement of each course. You will be required to acknowledge that you have read, understand, accept and are willing to ascribe these policies and processes during the Orientation Session.

The college website (<https://www.gemcollege.edu.au/student-policies/>) includes various policy and processes that are considered essential pre-reading. Other important student information can be found at <https://www.gemcollege.edu.au/students/>.

Additional Details

Contact Details

Address:	GEM College of International Business, 52 Prospect Road, Prospect, SA 5082				
Phone:	61 8 8342 3316	Mobile:	61 411 694 717	Fax:	(08) 8342 2848
Email:	administration@gemcollege.edu.au	Web:	https://www.gemcollege.edu.au/		

Course Commencement Dates

Rolling enrolments are offered as an option for those preferring this. This means that a course commences when you indicate that you are ready to start.

Registration of Expression of Interest

<https://www.gemcollege.edu.au/expression-of-interest/>

Orientation Sessions

Will occur on GEM Campus, or via Zoom or GEM Constant Learning. Dates to be advised.