

## BSB50215 – Diploma of Business (CRICOS Course Code: 088761J)

### Course Description

Diploma of Business qualification trains a person in areas of business operations, market research, marketing opportunities, recruitment, manage meetings and projects. This qualification helps to develop skills across a wide range of business functions. It fulfills the learning demands of individuals with little or no vocational experience but with sound business skills and theoretical knowledge that they like to develop to create more employment opportunities. It is suited for people in a supervisory, management or business/project management role who wish to develop, strengthen and expand their skills as a business manager.

### Course fee

Application Fee	Material Fee	Tuition Fee
\$250 (for new students only)	\$350	For overseas students: \$9250
		For domestic students: \$6000
Easy, affordable and flexible payment options are available.		

### Course Prerequisites

Must be 18 years of age or over

- Completion of high school studies equivalent to Australian Year 12 schooling OR
- Completion of secondary school/ A level education overseas AND
- Completion of BSB40215 - Certificate IV in Business or other related area OR
- Demonstrated knowledge, skills and experience in business or sales as per AQF requirements.

### English Language Requirements (for international students only)

- IELTS Test Score of 5.5 OR
- TOEFL (iBT) Test Score of 46 OR
- PTE Academic Test Score of 42 OR
- Cambridge English: Advanced (CAE) Test Score of 47 OR
- OET Pass Grade OR
- TOEFL (PBT) Test Score of 527 (only if IELTS is not available) OR
- You are an international student currently studying in Australia and have studied for a period of 6 months or more at Certificate III level or above.

### **Intake dates**

2018: 15/01/2018, 19/02/2018, 16/04/2018, 21/05/2018

16/07/2018, 20/08/2018, 15/10/2018, 19/11/2018

### **Duration**

The duration of the course is 52 weeks including 12 weeks holidays.

### **Study Mode**

The delivery method for this course is face-to-face classroom-based learning. Students have 20 contact hours per week for a total of 800 contact hours. Additionally, an estimated 400 hours of self-paced study for reading learner guides, research of subject learning material, completing learner guide activities and assessment tasks /activities is required.

### **Online learning**

Students must attend class regularly as the course is delivered face-to-face in classroom. Australian Technical College Western Australia (Australian Technical College) strictly monitors the attendance and course progress. As part of training, learning materials are provided through online medium of IBSA. Online learning will not exceed one-third of the course online.

### **Transfer student requirements**

A student transferring from other education provider must have completed first six months of their principal course of study before transferring to Australian Technical College. The student must provide the relevant documents as per Australian Technical College's Transfer Students – Documents Checklist along with Application Form. They must also read and sign the Information Provided to Students Before Enrolment – Checklist.

If the transferring overseas student already has a student visa and want to change their main course of study to a lower Australian Qualification Framework (AQF) level course, they will need to apply for and be granted a new student visa.

Please refer to Department of Home Affairs web site regarding changing courses.

<https://www.homeaffairs.gov.au/trav/stud/more/changing -courses>

Please refer to ESOS student fact sheet to know the responsibilities of an international student.

<https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4%20-%20Final%20clean%20copy.pdf>

Please refer to our web site for more information on transfer students requirements.

<https://atc.wa.edu.au/>

### **Credit Transfer and Recognition of Prior Learning (RPL)**

Nationally Recognized Training qualifications and statements of attainment issued by other Registered Training Organisations (RTOs) are recognized at Australian Technical College. Student may apply for Credit Transfer or RPL before enrollment. To get credit, students must submit all documentary evidences along with their application.

### **Units of Competency**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Elective/Core</b>
BSBADM502	Manage meetings	Elective
BSBADM504	Plan or implement administrative systems	Elective
BSBHRM501	Manage human resources services	Elective
BSBPMG522	Undertake project work	Elective
BSBHRM506	Manage recruitment, selection and induction processes	Elective
BSBMGT517	Manage operational plan	Elective
BSBRISK501	Manage risk	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective

### **Simulation Environment**

Australian Technical College's learning program includes Simulation which involves the student to complete or deal with a task, activity or problem in an off-the-job situation that replicates the workplace context. Both the practice and assessment tasks create an environment that requires the student to use both generic skills (decision making/problem solving) and technical skills relevant to each unit.

### **Assessments**

Australian Technical College adopts a number of assessment tools. All students should demonstrate competency through each of the prescribed assessment tool. In general, the following assessment tools apply for this course:

Projects  
Role plays  
Tests and Assignments  
Portfolios

Case Studies  
Simulated workplace  
Reports etc.

### **Award Requirements**

Learners may complete individual units of competency and receive a statement of attainment for that unit. To be eligible for Diploma of Business, the student should complete all the units.

### **Study Pathway and Career Opportunities**

After successful completion of the BSB50215 - Diploma of Business students may progress to BSB61015 - Advanced Diploma of Leadership and Management or enroll for higher education. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Administration Manager
- Program Manager

### **Location**

8 Francis Street PERTH WA 6000 Australia