

Diploma of Business

National code: BSB50215; **CRICOS code:** 087275J

Description:

This course has been designed to reflect the role of 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 suited to the 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.

Entry requirements:

1. English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent;
Results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**

2. Academic requirements:

For entry into the Diploma level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 12 or Certificate IV or higher. However, for students with packaged courses, they should have completed the prior qualifications for entry into this qualification. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

3. Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the ESOS Act and National Code. In case of domestic students, if the applicant has not completed Year 12 or Certificate IV or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

Course structure:

The course is delivered in 52 weeks (four terms), including 12 weeks of term breaks and holidays. Students will need to complete eight units (all elective) of competency to attain this qualification.

Unit Code	Unit Name
BSBADM506	Manage business document design and development
BSBWOR501	Manage personal work priorities and professional development
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG523	Design and develop an integrated marketing communication plan
BSBHRM506	Manage recruitment selection and induction processes
BSBLED502	Manage programs that promote effectiveness
BSBRSK501	Manage risk
BSBPMG522	Undertake project work

Preferred pathways to the qualification:

- Certificate IV in Business or other relevant qualification/s
- With vocational experience in a range of work environments in support roles but without qualification

Preferred pathways from the qualification:

After completing this qualification, participants may seek relevant employment opportunities as a small business manager, team leader, coordinator and supervisor, or any training options. After achieving this qualification candidates may undertake Advanced Diploma level qualification within BSB Service Training Package, or other relevant Training Packages.

Course delivery:

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment and five hours of on-line delivery. Delivery of this qualification will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks. Upon successful completion of this course, students will receive a nationally recognized Diploma of Business (BSB50215) qualification.

Assessments:

The theoretical components of each unit of competency are class room based, face-to-face training led whilst the practical components are delivered through observation and practical demonstration. Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

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ABN: 49 151 579 341; RTO 40706
CRICOS 03360G

- Written questions answers
- Case study/written reports
- Projects/written assignments
- Presentations/observations

Course fees:

Total Course Fee: A\$10000 (A\$2500 per term)

Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.

Note: It is a requirement that an international student must have a valid health insurance cover for the duration of their visa.

Delivery site:

Level 2, 133-135 Oxford St., Bondi Junction, NSW 2022

ESOS framework:

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian education institutions. For further information on the ESOS Act and the National Code, please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>