

BSB50120 - Diploma of Business (CRICOS Code: 108183B)

Duration

Calendar Year: 52 weeks
Academic Year: 36 weeks
Terms: 4 Terms x 9 weeks each (Total 36 weeks)
Holidays & Study Breaks: 16 weeks – 4 x 4 weeks
Study Type: Full Time, 20 hours / week

Location

Level 2, 1 James Place, North Sydney NSW 2060
Level 6, 8 Quay Street, Haymarket NSW 2000

Course Fee

\$6,000.00

Application Fee

A non-refundable Administration Fee of \$250 is to be paid with the deposit.

Additional Fees

Material Fees: \$200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

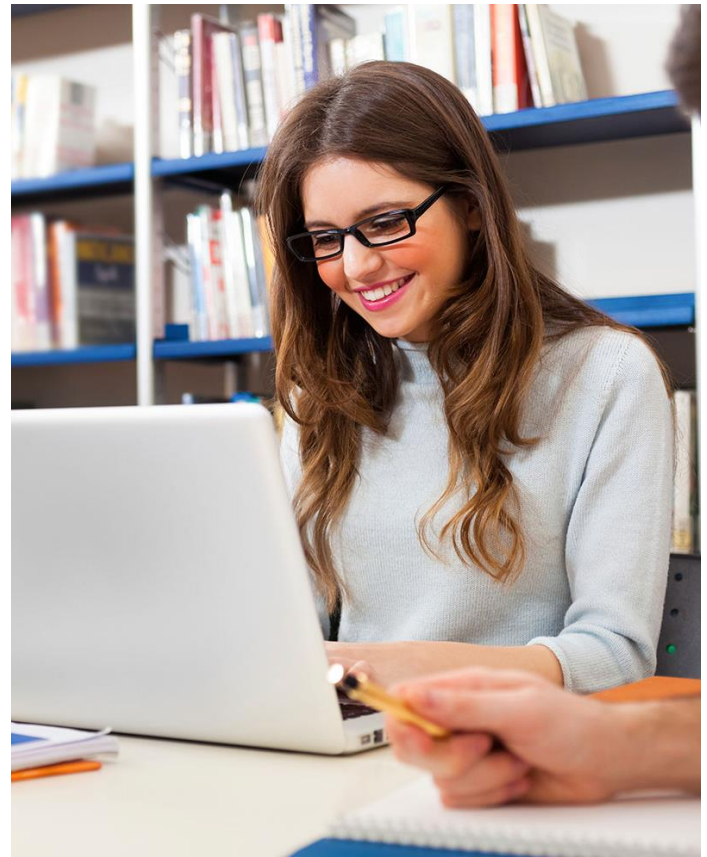
Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation and written reports, case studies, question and answers, self-assessments and third-party reports (if applicable).

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating “real life situations” in order to develop the skills identified in the “employability skills” for this qualification.



Phone: 02 9211 4958

Email: vet@ee.edu.au

Website: www.ee.edu.au

Address: Level 6, 8 Quay Street
Haymarket, NSW 2000

Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



Elite Education Vocational Institute

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Adjustments due to COVID-19

EEVI is delivering this course fully online. Resources are available and assessment submitted digitally via Moodle and learning participation and observable assessment occurs via Zoom.

Students are required to follow the same timetable as is scheduled for face-to-face classes. Students are required to log into the Moodle classrooms as per their schedule for the delivery conducted by Trainers. Trainers are available for learners online during the session or via email or phone outside of the scheduled sessions. These sessions are monitored and the system tracks student log-ins. Reports are accessed from Moodle to monitor student attendance.

As EEVI utilises digital resources which are uploaded into its Learning Management System, Moodle, it has not required to make major adjustments to its training and assessment resources. Where group activities were involved and observances required, these will be done online.

Recognition of Prior Learning (RPL)

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO). Credit Transfer will only be offered for the units of competency packaged within the qualification offered by EEVI.

An application can be made for RPL if the student believes that they have already attained the necessary skills and competencies elsewhere (work, other study etc.). An RPL application form is available from the Manager, Student Administration Services upon request. Students must provide documentation to support their application.



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Entry Requirements

- *International learners, on an Australian student visa*
- *Over 18 years of age*
- *Education background:*
 - *Completion of a post-secondary AQF Level IV qualification or equivalent, as a minimum; or*
 - *Can demonstrate relevant work experience, in Australia or overseas, in roles such as:*
 - *Executive Officers*
 - *Program Consultants / Coordinators*
 - *Business Administrator*
- *Identify the following vocational goals:*
 - *to build a career in business roles requiring:*
 - *skills in planning and managing business processes.*
 - *leadership skills in line with current best Australian business practice.*
- *Demonstrated language and literacy skills as follows:*
 - *English is the student's first language; or*
 - *IELTS 5.5 with no sub band scores less than 5.0; or*
 - *Successful completion of at least one year of full-time study in an English-speaking institution at an Australian AQF4 level or above; or*
 - *Completion of the English for Academic Purposes (EAP) program at EEVI or at an Australian NEAS Accredited Language Centre; or*
 - *Pass EEVI's Placement Test.*

Elite Education Vocational institute is responsible for compliance of training and assessment of this accredited qualification and all learners who have completed all Unit of Competency in this qualification will be issued with the nationally recognised AQF documentation, i.e., BSB50215 – Diploma of Business. Students completing assessment requirements for part of a qualification will be awarded a Statement of Attainment indicating which modules or units of competency they have completed.



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Course Description

The Diploma of Business is designed for individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suitable for individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities. In summary, this qualification is designed for:

- Individuals aspiring to build careers requiring business competencies;
- Individuals wanting to master the essential business skills to coordinate, organise and allocate resources to meet organizational objectives;
- Those wishing to upgrade business management skills in line with current best business practice.

This course is accredited by the Australian Skills Quality Authority (ASQA).

Visit <http://training.gov.au/Organisation/Details/45018> for further information regarding the accreditation of this course.

Note: Due to Training Package update, BSB50215 is superseded by BSB50120 and this course is in transition until 17 April 2022.

Potential Job Roles

- Executive Officers
- Program Consultants / Coordinators
- Business Administrator

Pathways into and from the qualification

Candidates considering this qualification include individuals possess a BSB40215 - Certificate IV in Business, or other relevant qualification such as AQF Level IV or V or substantial vocational experience in a relevant work environment. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

UNITS OF COMPETENCY

CODE	TITLE
BSBINM501	Manage an information or knowledge management system
BSBMKG501	Identify and evaluate marketing opportunities
BSBHRM501	Manage human resource services
BSBHRM506	Manage recruitment selection and induction processes
BSBPMG522	Undertake project work
BSBMKG502	Establish and adjust the marketing mix
BSBADM502	Manage meetings
BSBINN501	Establish systems that support innovation

Consistent with the training package rules, the units listed above will be delivered for this course. The code and title of each unit is provided. This qualification is made up of 8 units of competency.

To suit individual student needs, 75% of the course content is delivered in the classroom environment (including trainer presentations, videos, resource texts, group exercises and role play) and 25% is conducted online.

The Diploma of Business is designed for students wishing to pursue accounting or business careers in a domestic and international context.

Equipment

Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, EEVI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during EEVI business hours.