

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

Release 1.0

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 6, 8 Quay Street, Haymarket NSW 2000

Level 1, 586-590 Parramatta Road, Petersham NSW 2049

Course Fee

\$6,000.00

Application Fee*

A non-refundable Administration Fee of \$350 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).

*Any fee changes will not affect enrolled students. New fees will apply to new enrolling students.

#Smart and skilled funding is available for domestic students for this qualification. Please enquire with EEVI.

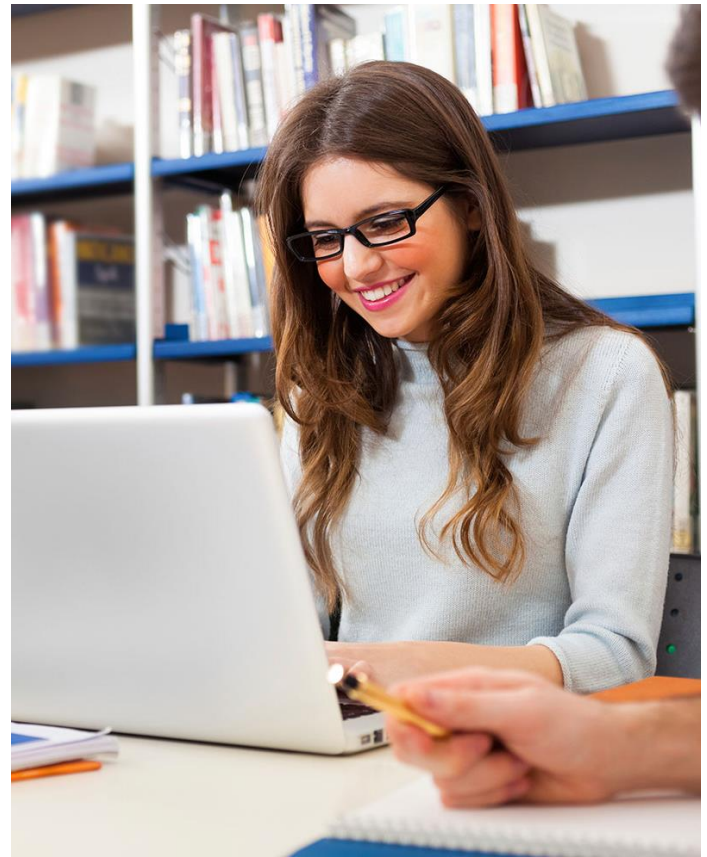
Assessment Arrangements

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 St, Haymarket NSW 2000;
L1, 586 Parramatta Rd, Petersham NSW 2049

Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



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Entry Requirements

a) **English language equivalence requirements**

- English is the student's first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study in Australia at secondary, post-secondary or tertiary level; or
- Completion of the English for Academic Purposes (EAP) program at EEVI or any ASQA / TEQSA Accredited Language Centre; or
- Pass EEVI's Placement Test

b) **Educational and other qualifications, skills, and other prerequisites**

- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); and
- Should be 18 years of age or over at time of commencement

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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Course Description

The Diploma of Business is designed for individuals who are seeking to further develop their skills across a wide range of business functions 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.

Potential Job Roles

- Executive Officers
- Program Consultants / Coordinators
- Business Administrator

Pathways into and from the qualification

Candidates considering this qualification may include individuals who possess a BSB40120 - Certificate IV in Business, or other relevant qualification such as an AQF Level IV or V or substantial vocational experience in a relevant work environment.

Conversely, it may include those with little or no vocational experience, but who wish to develop sound theoretical business skills and knowledge in order to create further educational and employment opportunities.

UNITS OF COMPETENCY

Unit Code	Unit Name
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBCRT511	Develop critical thinking in others
BSBOPS502	Manage business operational plans
BSBTWK502	Manage team effectiveness
BSBOPS501	Manage business resources
BSBXCM501	Lead communication in the workplace
BSBWHS521	Ensure a safe workplace for a work area
BSBLDR522	Manage people performance
BSBFIN501	Manage budgets and financial plans
BSBLDR523	Lead and manage effective workplace relationships
BSBPEF502	Develop and use emotional intelligence
BSBOPS504	Manage business risk

This qualification is made up of 12 units of competency.

Two thirds of the course content is delivered in the classroom environment (including trainer presentations, videos, resource texts, group exercises and role play) and up to one third 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.