

BSB50215 - Diploma of Business (CRICOS Code: 093456J)

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

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).

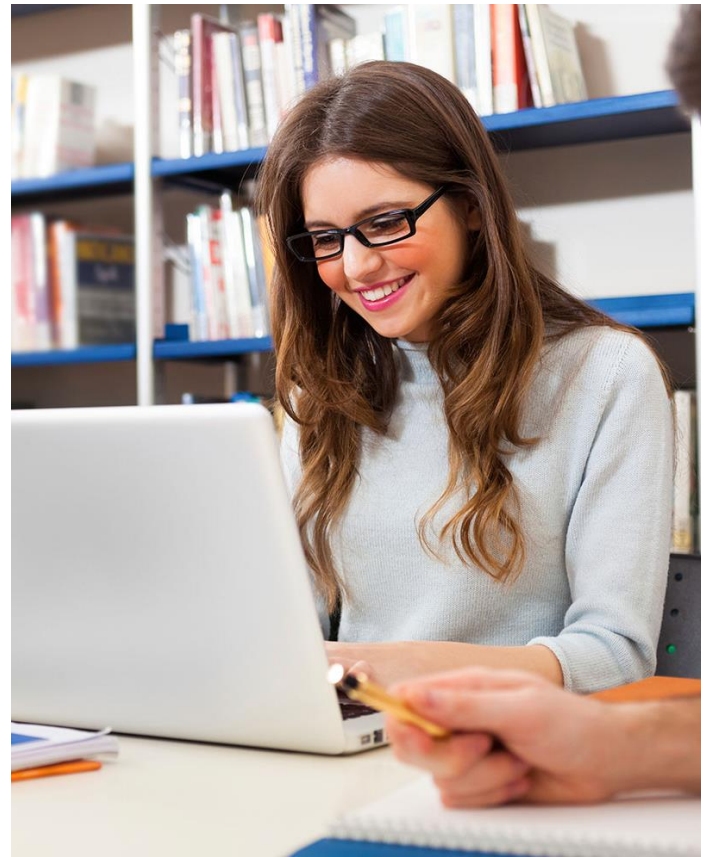
Assessment Arrangements

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 9957 5588

Email: vet@ee.edu.au

Website: www.ee.edu.au

Address: Level 2, 1 James Place,
North Sydney NSW 2060

Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G



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Course Description

This course is accredited by Australian Skills Quality Authority (ASQA). Access the following link for further information regarding the accreditation of this course <http://training.gov.au/Organisation/Details/45018>.

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 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 develop in order to create further educational and employment opportunities. In summary, this business 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 organisational objectives;
- Those wishing to upgrade business management skills in line with current best business practice.

Recognition of Prior Learning

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by EEVI and which may also exist in other Training Packages.

An application can be made for RPL when 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 Student Administration Services upon request.

The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.

UNITS OF COMPETENCY

CODE	TITLE
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBHRM501	Manage human resource services
BSBHRM506	Manage recruitment selection and induction processes
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG502	Establish and adjust the marketing mix
BSBINM501	Manage an information or knowledge management system
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.

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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 at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

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); or
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.

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.

