

### **1. Aims**

The BSB50215 Diploma of Business course is designed to provide students with training to manage the work of, and those involved in, a business organisation.

This qualification reflects the role of 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.

### **2. Employment Outcomes**

Students completing this qualification could undertake varying functional, managerial and/or supervisory roles in a business context. Job roles and titles vary across different industry sectors. This qualification would appeal to a wide variety of clients. Examples are:

- Managers
- Coordinators
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

### **3. Overview**

The changing workplace has led to the development of a significantly different role for Managers and their teams. There is a move away from the traditional skills of the supervisor controlling, directing and maintaining discipline, to the team leader being responsible for coaching, facilitating and developing team cooperation within a strategic framework.

This qualification provides the core leadership competencies required by contemporary managers. Blending theory with practice, this qualification focuses on workplace learning to ensure its relevance to your particular situation and business.

This qualification is fully competency based and while knowledge and some aspects of competency are assessed within the realms of each unit, completion of activities demonstrating all areas of competency will need to be undertaken to graduate.

### **4. Duration**

The Diploma course would usually be completed within 8 months on a full time basis.

The model of training includes face to face sessions, on-line and/or self-paced study. It is designed for participants who are already involved in administration and management in some way.

## 5. Costs 2018

### ***Application Fee***

International Students	\$300
Australian /VET Students Loans Eligible students	\$0
Other Domestic students	\$150

### ***Academic Fees***

International Students	\$10,000
Domestic/Australian Students (VET Student Loans eligible)	\$5,075

*Note: The College reserves the right to alter fees prior to the start of each academic year.*

*This course is available to both domestic and international students at the Gold Coast Training Centre of Unity College Australia. For further information email [info@unity.edu.au](mailto:info@unity.edu.au).*

### ***Government Assistance***

VET Student Loans is available to eligible students for this course. See the college website [www.edu.au](http://www.edu.au) for more information.

Government study assistance such as Austudy, Abstudy and Youth Allowance is available to eligible domestic students for this course. Visit [www.studyassist.gov.au](http://www.studyassist.gov.au) or contact Centrelink for more details.

## 6. Entry Requirements

This qualification has no pre-requisites however a typical pathway into the qualification would be one of the following:

- after achieving the Certificate IV in Business or other relevant qualification/s
- providing evidence of competency in the majority of units required for the Certificate IV in Business or other relevant qualification/s
- with vocational experience working in a business management/team leader type role, but without formal qualifications

General requirements for entry are:

- A completed student application form.
- Provide evidence of Language, literacy and numeracy (LLN) skills - either:
  - For VET Student Loans: Senior Secondary Certificate of Education awarded by an agency or authority of an Australian State or Territory for the student's completion of year 12, OR Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy.
  - International students should have a minimum IELTS score of 5.5 (or equivalent)
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.

## **Student Entry Procedure for students accessing a VET Student Loan:**

Students who wish to cover all or part of the course fee through the VET Student Loans scheme should read and follow the “VET Student Loans Student Entry Procedure” as outlined on the Unity College Australia website [www.unity.edu.au](http://www.unity.edu.au) (More info - Financial Help).

Students are able to apply for Recognition of Prior Learning (RPL) for any units of the course for which they have appropriate prior experience. Contact the college on [info@unity.edu.au](mailto:info@unity.edu.au) for more information.

## **7. Training Process**

Unity College Australia uses a wide variety of training methods. Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done in consultation with the trainer.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

## **8. Course Competencies and Structure**

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



The BSB50215 Diploma of Business course requires the completion of a minimum of 8 units of competency with no more than 3 units being selected from any one group below.

A sample of units is provided below. This course is delivered through several training centres connected with Unity College Australia. Actual course structure and units studied may vary from campus to campus. For more information please email [info@unity.edu.au](mailto:info@unity.edu.au).

Units of Competency	Code	Unit Title
Electives	<b>Group B</b>	
	BSBADM502	Manage meetings
	BSBADM504	Plan and implement administrative systems
	<b>Group C</b>	
	BSBHRM501	Manage Human Resource Services
	BSBHRM506	Manage recruitment, selection and induction processes
	BSBLED502	Manage programs that promote personal effectiveness
	BSBLED509	Manage rehabilitation or return-to-work program
	<b>Group D</b>	
	BSBMKG514	Implement and Monitor Marketing Activities
	BSBMKG502	Establish and Adjust the Marketing Mix
	BSBMKG501	Identify and evaluate marketing opportunities
	BSBMKG508	Plan direct marketing activities
	BSBMKG510	Plan e-marketing communications
	<b>Group E</b>	
	BSBMGT403	Implement Continuous Improvement
	BSBPMG522	Undertake Project Work
	BSBWOR501	Manage personal work priorities and professional development
	BSBRISK501	Manage risk
	<b>Other</b>	
	BSBATSIL512	Be a Leader in the Community
	BSBMGT502	Manage people performance
	BSBLDR501	Develop and use emotional intelligence
	BSBLDR503	Communicate with influence
	BSBCUS501	Manage quality customer service
	BSBFIM501	Manage budgets and financial plans
	BSBWOR502	Ensure team effectiveness
	BSBWHS501	Ensure a safe workplace

## 9. Course Delivery

This qualification can be delivered using the following delivery methods:

- On-line (Domestic students only)
- Face to face delivery (20 hours per week for international students)
- Blended learning (face to face sessions plus self-paced and/or on-line study)

This course is available through training centres of Unity College Australia located in the following areas:

- Gold Coast (QLD)

## 10. Assessment overview

Assessment in each unit involves:

- attendance and participation
- written assignments, exercises, tutorial/seminar presentations

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each unit.

C      Competent

# COURSE OUTLINE



NYC Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia/Australian Institute of Learning
- Return of all college resources including library books
- Maintained a satisfactory level of conduct during his/her time at College

## 11. Pathways

After achieving the BSB50215 Diploma of Business, candidates may undertake the BSB50415 Diploma of Business Administration, BSB51915 Diploma of Leadership and Management or BSB60215 Advanced Diploma of Business, available through Unity College Australia, or a range of other related qualifications.

## 12. Course Dates:

This course is implemented on a monthly in-take cycle.

Please email [info@unity.edu.au](mailto:info@unity.edu.au) for more details about this course, training centre locations and entry dates.