

1. Aims

The BSB50215 Diploma of Business (BSB50215) course is designed to provide students with training to manage the work of others or to add value to or review management practices.

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.

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 two face to face sessions a month plus on-line and self-paced study. It is designed for participants who are already involved in administration and management in some way.

5. Costs 2018

Academic Fees-Canberra Training Centre

International Students -Blended learning (face-to-face and on-line) \$10000

Domestic Students /VET STUDENT LOANS

Fees for full-time students of the Diploma of Management are:

Blended learning (face-to-face and on-line) \$5075

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

Government Assistance

VET STUDENT LOANS is available to eligible students for this course.

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 management/team leader type role, but without formal qualifications

This qualification would appeal to a wide variety of clients. Examples are:

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

General requirements for entry are:

- A completed student application form & payment of the application fee
- Provide evidence of Language, literacy and numeracy (LLN) skills - either: a. 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 b. Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy.
- 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.

7. Training Process

Unity College Australia/Australian Institute of Learning 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/Australian Institute of Learning 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.

COURSE OUTLINE



8. Course Competencies

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.



In order to achieve the Diploma of Management the core units below need to be completed as well as a selection of the listed electives.

National Code	Competency
<i>BSB50215 Diploma of Business</i>	
Electives	
BSBADM502	Manage meetings
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG508	Plan direct marketing activities
BSBPMG522	Undertake project work
BSBR501	Manage risk
BSBLDR501	Develop and use emotional intelligence
BSBLDR503	Communicate with influence
BSBWOR501	Manage personal work priorities and professional development

Electives are selected based on the needs of the course cohort and competency of the instructor.

9. Course Structure

The BSB50215 Diploma of Business course requires the completion of a minimum of 8 units of competency.

This qualification can be delivered in two different modes:

- On-line (self-paced)
- Face to face delivery 2 sessions a month for 6 months. This format is designed for learners already working in a management role/administrative role.

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 subject.

- C Competent
- 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 BSB60215 - Advanced Diploma of Business, or a range of other Advanced Diploma qualifications.

12. Location

The location of training facilities for this target group will be (list all addresses and type of facility e.g., library, computer room, commercial kitchen, etc.):

1. Belconnen Churches Centre Belconnen ACT 2617 Australia

2. Suite 1.3, 328 Scottsdale Drive
ROBINA QLD 4226
Computer room

3. 64/8 Woody Views Way Robina Qld 4226

Course Dates: TBA