

### 1. Aims

The Diploma of Business Administration course is designed to give people opportunity to develop a sound level of skills and knowledge related to the administration of a business in a range of contexts.

### 2. Outcomes

Students who undertake this course would have some experience in business or management. They can expect to develop knowledge and skills which enable them to better engage in business administration and growth and more formal and complex operations and reporting.

Students can expect to develop:

- Business administration knowledge and skills
- Team leadership skills
- Change management skills
- Operational Management skills

A student who successfully completes this course could undertake varying business managerial and/or supervisory roles.

Examples of indicative job roles for students who undertake this course, based upon their vocational experience, include:

- Department Manager/Senior manager
- Operations Supervisor
- Store Manager
- Frontline Manager
- Information Services Manager
- Business Administration Manager
- Coordinator
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

Course outcomes apply to both paid and voluntary employment options. This course will require on the job or simulated assessment.

### 3. Overview

This course is fully competency based. Competencies are studied through modules which cover various areas of leadership and management. Individual modules or units may be delivered on a weekly basis, by intensives or by correspondence.

Students enrolling in this course will generally either have had previous business, management or leadership experience, be currently in a position of leadership or management, or have the opportunity to apply course assessment in an appropriate context. Work experience is an integral component of the course for the application and assessment of knowledge and skills, along with regularly timetabled class sessions for all units.

#### 4. Duration

The Diploma course would normally be completed over a period of 8 study months when studied full-time.

#### 5. Costs 2019

##### **Application Fee**

The non-refundable enrolment application fees for this course are as follows:

Domestic students	\$150
VET Student Loans eligible students	\$0

##### **Academic Fees**

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

Australian students	\$5,171
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*Note: The college reserves the right to alter fees prior to the start of each academic year.*

##### **Government Study Assistance**

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.

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

Note:

- VET student loans will not be approved for students who do not meet eligibility requirements
- A VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid

#### 6. Entry Requirements

General requirements for entry are:

- A completed student application form & payment of the application fee (where applicable)
- A successful interview with the Principal, course coordinator or representative (where physically possible)
- Submission of relevant reference
- Satisfactory completion of Year 12 is recommended but students without this formal educational level will be considered. Minimum entry age is 17 years (18 years for international students).
- Satisfactory English language and literacy skills:
  - Students applying for VET Student Loans must provide evidence of either an Australian Year 12 Senior Secondary Certificate, completion of a Certificate IV level qualification (or higher) or achievement of Exit Level 3 in the Australian Core Skills Framework language and numeracy tests (see VET Student Loans entry procedure on the college website for further details)
- Students should have basic computing skills including the ability to use a word processing package at an elementary level.

- Students applying for VET Student Loans should read the Student Entry Procedure information available at <http://www.unity.edu.au/index.php/study-information/financial-help>

Students should in good conscience be able to subscribe to the ethic of Unity College Australia. This means that students will:

- respect college authority and other students
- respect college and student property
- comply with common cultural and social standards including:
  - modesty of dress
  - honesty and integrity in dealing with others
  - sensitivity to students from cultures different to one's own
  - no consumption of nicotine alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus or participating in college-related activities. The college is a non-smoking environment.

## 7. Training Process

Face-to-face and/or on-line training sessions will be held over the duration of the full-time course. Implementation will include projects in the work experience component which will allow participants to use their training in groups and individually.

Additionally the Work Experience component will be undertaken in parallel to this.

The course is structured to ensure that participants develop skills and knowledge which may be transferred to real life work situations. Training is often undertaken in group situations and can also be facilitated on a one-on-one basis with individual participants.

Assessment work covered during the training sessions is then completed by participants in their own time, before being submitted for assessment.

A strong feature of these courses is individual mentoring and coaching by industry experienced functional managers and trainers.

Students are provided with notes for each unit of study, which include the materials used in the training sessions, assessment materials (other than tests) and any other reference materials.

Students are expected have a personal computer in order to undertake relevant training and assessment tasks.

Unity College Australia uses a wide variety of training methods appropriate to the course context.

A variety of learning tools will be used for training in the group setting and will cover both theoretical and practical aspects of the course. These may include role plays/simulations, handouts, practical experiences/projects or research for students to undertake; and the use of laptop/projector, whiteboard, and/or other available media.

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.

## 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. Students are able to gain automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



All competencies studied in this course are nationally recognised competencies from the National Training Packages. Graduates will be issued with a statement of competencies achieved as part of their studies. Individual nationally recognised competencies related to this course are listed below.

## 9. Course Structure

Core and sample elective subjects for the Diploma course are listed below. Students are required to complete 8 units to achieve the Diploma qualification. 5 units from Group A, 3 units from Group B or any other relevant units from another Diploma level training package or accredited course. Unit selection will be guided by the course coordinator.

Units of Competency	Code and Unit Title
Electives	<b>Group A</b>
	BSBADM502 Manage meetings BSBADM503 Plan and manage conferences BSBADM504 Plan and implement administrative systems BSBADM506 Manage business document design and development BSBFIM502 Manage payroll BSBITB501 Establish and maintain a workgroup computer network BSBPMG522 Undertake project work
	<b>Group B</b>
	BSBCUS501 Manage quality customer service BSBINM501 Manage an information or knowledge management system BSBINN301 Promote innovation in a team environment BSBMGT502 Manage people performance BSBRKG502 Manage and monitor business or records systems BSBSUS501 Develop workplace policy and procedures for sustainability BSBWOR501 Manage personal work priorities and professional development BSBWOR502 Lead and manage team effectiveness

This course is implemented in different Unity College Australia training centres around Australia. The actual implementation of the above units may vary from location to location and may be tailored to suit the needs of individuals or groups of learners. Students are able to apply for Recognition of Prior Learning (RPL) for any units of the course for which they have appropriate prior experience.

### 10. Assessment overview

Assessment in each module may include:

- attendance and participation
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary/log book completion as applicable
- on the job or simulated work assessment

Participants will receive all course materials required to undertake assessment and complete the qualification.

This qualification is predominately delivered to students who are mostly experienced workers. The course includes a significant work experience module where assessment is conducted through the workplace.

Competency-based assessment criteria apply to grading. The final Statement of Results will show the following results for each competency.

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
- Return of all college resources including library books and equipment
- Maintained a satisfactory level of conduct during his/her time at College

### 11. Pathways

Students who complete this course will gain knowledge and skills which will be foundational for entry into the following courses:

- BSB50215 Diploma of Business
- BSB51915 Diploma of Leadership and Management
- BSB60215 Advanced Diploma of Business
- A range of other Diploma, Advanced Diploma and degree level courses

### 12. Course Dates:

Dates for course implementation at various UCA training centres are available on request. Entry is generally on a monthly basis depending on the mode of study.