



BSB50215 Diploma of Business

CRICOS Course Code- 087243F

WHAT IS THE QUALIFICATION ABOUT?

This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.

Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Conversely, it may also apply to those 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

COURSE ENTRY REQUIREMENT

- Students must be a minimum of 18 years of age, or turning 18 years of age before course commencement.
- Students require a completed Year 12 or equivalent; or Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies .
- If one of the following applies, you do not need to provide evidence of an English test score with your visa application:
 - you have completed at least five years' study in one or more of the following countries - Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
 - you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
 - in the two years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.
- Where required, the minimum requirement for evidence of English test scores are;



English language test providers	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

**The Occupational English Test includes a mark between A and E. An A or B is considered a pass. The test must have been taken no more than two years before you apply for your student visa.

English exemptions and required evidence are inline with the Australian DoHA and susceptible to ongoing review please see below for further information see;

<https://www.homeaffairs.gov.au/trav/visa-1/500->

QUALIFICATION RULES AND UNITS OF COMPETENCY

8 units in total: 8 elective units

The following lists of units of competency have been selected as being an appropriate combination and suitable for industry required outcomes. *Elective can be chosen according to the requirement of the clients*

Unit Code	Unit Title
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBPMG522	Undertake project work
BSBHRM501	Manage human resources services
BSBADM504	Plan and Implement Administrative systems
BSBMGT403	Implement continuous improvement
BSBADV507	Develop a Media Plan
BSBHRM506	Manage Recruitment, Selection and Induction Process



HOW LONG WILL IT TAKE?

The anticipated time to complete the course is 30 weeks.

Holiday Breaks:

Academic Break

College will have an academic break - Christmas break of 2 weeks and Easter Break for 1 week during their course.

Timetable Break: The 30 comprise of 26 teaching weeks and 4 weeks holidays. This will be calculated and communicated as per the student's intake take at the time of enrolment.

Any changes to this time requirement will be communicated to the staff and students

Note: *the completion time will vary depending upon the individual learner, the delivery mode, and whether or not Credit Transfers or Recognition of Prior Learning (RPL) applies.*

DELIVERY AND ASSESSMENT

1. Classroom/ Face to Face
2. Simulation
3. Online assessment

Training and Assessment will be conducted through a combination of blended learning environments. Both knowledge and practical assessments are required to be completed with a competent outcome for each unit to achieve your certificate.

CAREER OUTCOMES

Employment outcomes targeted by this qualification may include:

- ✓ Executive officer
- ✓ Office Manager
- ✓ Office Administrator
- ✓ Program coordinator

PATHWAYS TO FURTHER STUDY

After completing this course, you could enrol into other Diploma or Advanced Diploma Levels or go onto higher education.

FEES AND CHARGES

Tuition Fee:- \$3900.00

Admission Fee :- \$200.00

Material Fee:- \$500.00

Payment Plans Available. For any Further details please refer to our fees and charges brochure .

CERTIFICATE ISSUE

A certificate is issued where all 8 units have been deemed competent. A statement of attainment is issued when only some units are deemed competent and the course is not completed in full.

Issuing of your certificate and or statement of attainment occurs within 30 days of last unit being deemed competent, however this may be delayed in the event that you have not provided your Unique Student Identifier (USI) or you have an outstanding debts not finalised.



NEW ENGLAND COLLEGE

LOCATION:

The course shall be delivered at Brisbane campus:

151 Wellington Road

East Brisbane, 4169

Brisbane, QLD.

ENROLMENT

Enrol either online or contact our Admissions Officers at following details:-

P: 07 3164 7070

E: info@nec.edu.au

W: www.nec.edu.au

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