



Australian Institute of Vocational
and Technical Education

Australian Colleges of Further Education Pty Ltd trading as
Australian Institute of Vocational and Technical Education (AIVTE).
ABN 24 106 939 388 (RTO Code: 31717,
CRICOS Provider Code: 03327G)



AIVTE CRICOS COURSE GUIDE

BSB50215 - Diploma of Business

CRICOS Code: 087272A

Course Overview

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.



aivte.edu.au

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Job Opportunities

Job roles that may be available to you after successful completion of the course include:

- » Program Coordinator
- » Program or Project Administrator
- » Office Manager
- » Administration Manager
- » Executive Officer

Entry Requirements

1. Students must be 18 years of age or over.
2. Students are required to provide evidence to demonstrate English Language competence by any of the following:
 - Completing our Language Literacy and Numeracy test.
 - Providing evidence of English language skills test (IELTS 5.5 or equivalent)
3. Satisfactorily complete a pre-training review interview to determine academic suitability for the chosen course.
4. Additional entry requirements may apply to specific qualifications.

Course Pre-Requisites

There are no pre-requisites for this course.

Recognition of Prior Learning

This is another method of assessing your current skills, knowledge and expertise in the industry. Speak with one of our staff to see if you are eligible to have your skills, knowledge or any formal or non-formal qualifications recognised through a Recognition of Prior Learning (RPL) process. Students seeking recognition can apply for RPL on enrolment into a qualification or throughout the duration of their study.

Credit Transfer

If you have completed previous qualification in same industry as you intended to enrol into, your qualification with another organisation may have the same units in which you are about to study. You can apply for a credit transfer. To apply for a credit transfer, you will need to provide a copy of the original transcript from your previous qualification or a statement from your USI transcript for the credit transfer to be recognised.

Intakes

Please contact AIVTE for course intake information or visit:
<https://acfeonline.edu.au/academic-calendar/>

Course Duration

Total: 52 weeks **Learning:** 44 weeks **Holidays:** 8 weeks

Delivery Modes

A flexible blended environment applies, through our face-to-face, online system. Student delivery will be broken down into learning weeks, assessment weeks, holidays weeks for each qualification. Students will have trainer directed study and also self-pace is highly recommended. International students are required to do 20 hours of study per week.

Fees

\$AU 8,250 (includes a \$250 non-refundable application fee)

Locations

Gold Coast

10 Scarborough St
Southport, Gold Coast
Queensland 4215
+61 1300 656 693

Sydney

Level 2, Queen St
Auburn, Sydney
New South Wales 2144
+61 1300 083 832

Course Outline (Units of Competency)

Total number of units = 8

- 8 elective units

Elective Units

BSBADM502	Manage meetings
BSBMKG506	Plan market research
BSBHRM506	Manage recruitment selection and induction process
BSBPMG522	Undertake project work
BSBRSK501	Manage risk
BSBMKG501	Identify and evaluate marketing opportunities
BSBADM506	Manage business document design and development
BSBWOR501	Manage personal work priorities and professional development

Assessments

To be assessed as competent, learners need to provide satisfactory evidence to all the assessment requirements relating to their knowledge and skills relevant to the unit of competence. Assessment methods may include:

- Written activities
- Case studies
- Projects
- Role plays/observations



How to Enrol

Applying to AIVTE is easy. You can submit your enrolment application any time at aivte.edu.au/enrol or call the Gold Coast campus on **+61 1300 656 693** or the Sydney campus on **+61 1300 083 832**. You will be contacted by AIVTE to arrange a follow up appointment for a pre-training review. Once we receive your enrolment form, we will send you a Letter of Offer including all the enrolment conditions. When you accept it and return a signed copy along with payment, we will secure your place.