

## **BSB50215 Diploma of Business**

### **(Domestic Students)**



### **Course Description**

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.

### **Duration**

26 Weeks - Full Time Study

### **Pathways**

*Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:  
BSB40215 Certificate IV in Business or other relevant qualification

OR

with vocational experience in a range of work environments in senior support roles but without a qualification.

#### *Pathways from the qualification*

BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma qualifications.

## Employment Opportunities

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- executive officer
- program consultant
- program coordinator.

## Mode of Study

The mode of study includes:

- Classroom based training
- Self-study during the duration of the course

## Assessment Methods

Assessment methods include written tests, projects, observations, research, and case study.

## Recognition of Prior Learning (RPL) and Credit Transfer

A learner may be able to apply for RPL if they have gained competency from work, other programs, courses, life experience or training provided at work that is relevant to the course. The College recognises the AQF qualifications and statements of attainment issued by other registered training organisations.

## Entry Requirements

- 18 years or older
- Applicants who have completed a minimum of Year 11 or equivalent
- Sufficient Language, Literacy and Numeracy (LLN) Skills/ Successful completion of the College's LLN test.

Applicants with no formal qualifications and who are commencing within or have experience within a relevant business industry may also be considered for entry into the Course

## Course Contents/ Units of Competency

### ELECTIVE UNITS

BSBADM502	Manage meetings
BSBHRM501	Manage human resources services
BSBHRM506	Manage recruitment, selection and induction processes
BSBMGT403	Implement continuous improvement
BSBMGT615	Contribute to organisation development
BSBMKG501	Identify and evaluate marketing opportunities
BSBPMG522	Undertake project work
BSBRISK501	Manage risk

\*Elective units have been selected by the College in consultation with industry experts.



## Campus Location

Ground Floor, 313 – 315 Flinders Lane, Melbourne Victoria 3000

## How to Apply

Complete an Application Form and submit it to the College. Form available on [https://www.einsteincollege.vic.edu.au/pdfs/ECA\\_Application\\_form\(local\).pdf](https://www.einsteincollege.vic.edu.au/pdfs/ECA_Application_form(local).pdf)

## Important Information

**Intake Dates:** Weekly enrolment

**Fees & Charges:** Please check on <https://www.einsteincollege.vic.edu.au/pdfs/Domestic-Students-Tuition-Fee-Schedule-2016.pdf>

**Policies & Procedures (Including Refunds):**

<https://www.einsteincollege.vic.edu.au/policies>

**For further information regarding the College, please visit:**

[www.einsteincollege.vic.edu.au](http://www.einsteincollege.vic.edu.au)

## Contact Us

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