



# GIPPSLAND

## INSTITUTE OF TECHNOLOGY

### BSB50120 DIPLOMA OF BUSINESS



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CRICOS COURSE CODE 107991M

#### Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

#### Target Market

The target market for this course is international students:

- Who possess an appropriate visa that allows them to study at an Australian registered CRICOS provider.
- Who wish to undertake this course to access further study or employment opportunities.
- Who have successfully completed year 12 or secondary studies in their home country or in Australia.
- With little or no vocational experience.
- Who are 18 years of age at course commencement.

#### Course Structure

Students are required to complete 12 units comprising 5 core and 7 elective units.

##### Core Units

BSBCRT511	Develop critical thinking in others.
BSBFIN501	Manage budgets and financial plans.
BSBOPS501	Manage business resources.
BSBSUS511	Develop workplace policies and procedures for sustainability.
BSBXCM501	Lead communication in the workplace.

##### Elective Units

BSBOPS504	Manage business risk.
BSBTWK503	Manage meetings.
BSBLDR522	Manage people performance.
BSBWHS521	Ensure a safe workplace for a work area.
BSBSTR501	Establish innovative work environments.
BSBLDR602	Provide leadership across the organisation.
BSBLDR601	Lead and manage organisational change.

**Course Currency Status:** Current

#### Location

Training and assessment will take place at the Gippsland Institute of Technology at 4/70 Main Street Pakenham, Melbourne Victoria Australia 3810. Students are also required to undertake some training and assessment activities in their own time.

#### Course Intakes

Intakes throughout the year. Contact the Institute for details.

#### Qualification

Upon successful completion of 12 units of competency, the participant will be issued a Nationally Recognised BSB50120 Diploma of Business. Where a participant successfully completes some but not all the units of competency in the course, they will be issued a Statement of Attainment indicating the units they have successfully completed.

#### Delivery Methods

The course is delivered via face-to-face training and independent study. The following techniques are employed



during face-to-face delivery depending on the subject matter: trainer demonstrations, power point presentations, individual tasks, research, role plays, practical demonstrations, and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards.

Students also undertake independent study and assessment activities in addition to scheduled classes. Examples of activities include undertaking homework set by trainers, research, reading, practicing applying knowledge and skills learnt in class, and preparing for and undertaking out of class assessment tasks.

### **Assessment Methods**

Assessment methods used include knowledge questions, reports, research activities and practical demonstrations/ observations. Methods also include simulated workplace environments whereby workplace environments and conditions are simulated and student student's complete tasks to workplace standards.

### **Course Duration**

The Institute offers this course with different term durations and holidays periods to address individual student needs and preferences.

Total duration: 52 weeks including holidays. This includes 44 weeks of term time and 8 weeks' holidays. Term time consists of four 11-week terms. Holiday periods include three 2-week term and one 2-week Xmas's break.

### **Course Hours and Commitment**

During term time students attend scheduled face to face classes for 16 hours per week. Face to face classes is scheduled during the day or night or mixture of both. Day time classes are 8 hours and night classes are 4 hours in duration. Day classes operate from 8.30am to 5.30pm and night classes 6.00 to 10.00pm.

Students will be required to undertake additional independent study and assessment activities completed outside of the classroom for approximately 10 hours per week. Independent study is a mandatory part of the course. Students also have the option of attending a supervised study session for 4 hours per week. Total study commitment per week is 26 hours per week (30 hours per week if attending supervised study sessions).

### **Entry Requirements**

Students must be over 18 years of age at the time of course commencement. Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

### **Academic Entry Requirements**

To gain entry to this course, students must have successfully completed year 12 or secondary studies in their home country or in Australia.

### **English Language Entry Requirements**

Applicants for this qualification must have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Australian Department of Home Affairs. Applicants can also arrange to undertake an English language test with the Institute.

### **Resource Entry Requirements**

Students must supply their own laptop with Microsoft Office software e.g., Office 365 Personal that includes Outlook, Word, Excel, PowerPoint, & Publisher. Institute will confirm the software requirements with each student pre-enrolment.

### **Pre-Training Review**

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience, and qualifications. You will be asked to complete this Pre-Training Review form during the enrolment process by providing details of your existing knowledge, skills, experience, and qualifications that are relevant to the course being applied for. Gippsland Institute of Technology will then review this information and respond to you with the outcome of the review.

### **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all your intended course, based on your previous experiences and learning.

### **Credit Transfer**

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered



Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

#### **Training Pathway**

Students who successfully complete this course may progress onto the BSB60120 Advanced Diploma of Business or related course.

#### **Employment Pathway**

Successful completion of this qualification may provide access to frontline management career opportunities in a range of business functions or related roles. Successfully completing this course does not guarantee a graduate will secure a relevant job.

**Tuition Fee:** \$10,000

**Materials fee:** \$350 (Includes cost of learning and assessment materials).

**Enrolment fee:** \$250

**Payment:** On enrolment \$5,600 is payable of which \$250 is a non-refundable enrolment fee. \$5,000 is payable one week prior to the commencement of term 3 of the course or 3 or to help manage the cost of your study Gippsland Institute of Technology offers a payment by instalments. This means you make small regular payments. Your first payment is required to confirm your enrolment in the course.

**Recognition of Prior Learning Fee:** Refer to Fees and refund procedure for details. All fees indicated are in Australian dollars.

#### **Further Information**

Please contact the GIT Admission Team on details below:

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4/70 Main Street, Pakenham, Melbourne, VIC 3810, Australia

**RTO: 45698 CRICOS No: 03921A**





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Head Office: 4/70 Main Street, Pakenham, VIC 3810, Australia

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