



BSB50215 Diploma of Business

Course outline

ANIBT Course Code:	DB_BSB50215
CRICOS Code:	087179J
Delivery Mode:	Varied: Face to Face Classroom; Workshop; Computer generated supervised learning
Location:	Melbourne
Course Duration:	6 months full time or up to 12 months part time
Nominal Study Hours:	440 hours
Qualification level	Diploma
Nationally recognised	Yes

Course overview

A myriad of opportunities exist across all facets of business and government for people with professional business and marketing skills.

This nationally recognised qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions.

Typically, individuals with little or no vocational experience but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities are ideally suited for this qualification.

The Diploma of Business offered by ANIBT will enable you achieve what you've always wanted to in the world of business. It will equip you with the skills and knowledge to manage strategic and operational facets of any business or organisation, particularly in the areas of marketing and advertising.

Whether you are aspiring to own and manage your own business or are currently working your way up the ladder within an existing business and looking to formalise your skills, this will be an ideal qualification to complete.

Program outline

Subjects

The Diploma of Business qualification offered by ANIBT is made up of 8 units of competency from the BSB Business Services Training Package. The units ANIBT have selected to deliver and for students to complete to be eligible for this qualification are:

<i>Unit Code</i>	<i>Unit Name</i>
BSBMKG414	Undertake marketing activities
BSBADM502	Manage Meetings
BSBHRM501	Manage human resources services
BSBR501	Manage risk
BSBINM501	Manage an information or knowledge management system
BSBMGT401	Show leadership in the workplace
BSBHRM506	Manage recruitment, selection and induction process
BSBMKG502	Establish and adjust the marketing mix

** Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.*

Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Presentations

Entry requirements

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Diploma level courses the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate III or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at diploma level including:

- after achieving the BSB40215 Certificate IV in Business or other relevant qualification/s;
- providing evidence of competency in the majority of units required for the BSB40215 Certificate IV in Business or other relevant qualification/s;
- with vocational experience in a range of work environments in senior support roles but without a qualification.

For international students

Please check with the Australian Department of Immigration and Border Protection regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country's assessment level by reading the DIBP rules at www.immi.gov.au/students/. Be aware that the rules may be changed during 2016.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

Test	IELTS	PTE Ac	TOEFL iBT	TOEFL PBT	Cambridge
Score	5.5	42	46	527	B2 – 160-179

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student's home country is English or if English has been the language spoken in the student's home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIBP will be interviewed to ascertain their language, literacy and numeracy (LLN) skills.

All students must complete a Language, Literacy and Numeracy test at ANIBT as part of the enrolment process.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

Note: ANIBT may establish student's English language proficiency appropriateness' level if:

- The student has completed 1-year study which is taught in English
- The student has successfully completed ELICOS course and the level is equivalent to IELTS 5.5
- The student passes ANCE English assessment test, under supervision by ANIBT or ANIBT representative agents (does not apply to offshore direct-application).

Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification **BSB50215 Diploma of Business** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA)

Course availability

ANIBT's programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom*
- Computer generated supervised learning*
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

*delivery modes available for INTERNATIONAL STUDENTS

January	Term 1 intake
April	Term 2 intake
July	Term 3 intake
October	Term 4 intake

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Diploma, you will have many other study options available to you. These may include other Diploma level courses in addition, and up to, the Advanced Diploma of Leadership and Management, the Advanced Diploma of Business and a range of other Advanced Diploma qualifications.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.