

BSB50120 Diploma of Business



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Australian
Institute of
Professionals



COURSE DESCRIPTION

The aim of this course is to develop knowledge and skills to work in a variety of Business Services job roles. Individuals in these roles 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.

Information on course demands and expectations will be clearly communicated to all students pre enrolment.

COURSE DURATION AND DEMANDS

The scheduled duration for this course is 56 weeks. This include 48 weeks term time and 4 weeks holiday breaks.

The delivery hours for this course are as follows:
Face to face classes with assessments – 48 weeks x 20 hours per week = 960 hours

Independent study and assessment– 240 hrs

Total course hours: 960 + 240 = 1200 hrs. Classes are scheduled 2.5 days/ week or 5 nights/ week.

*The delivery hours are approximate as the amount of time different students spend on independent study and assessment will vary with individual learner needs and their own individual context.

ENTRY REQUIREMENTS

To gain entry to this course, students must have successfully completed year 12 or secondary studies in applicants home country equivalent to an Australian Year 11* or 12 qualification. (*Subject to the country Assessment Level) and course. 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. Students complete Enrolment and Pre training review forms during the enrolment process. Students' knowledge, skills, experience and qualifications are assessed using the information provided and these forms. On completion of the assessment Australian Institute of Professionals determines if the course is suitable for the client and addresses their learning needs. Students must be at least 18 years of age at course commencement. Students must secure an appropriate visa that allows them to study in an Australian Registered Training Organisation prior to course commencement. Students must supply their own laptop with Microsoft Office software e.g. Office 365 Personal that includes Outlook, Word, Excel, Power Point, & Publisher.

COURSE DELIVERY

A blended delivery mode is implemented including face to face training and independent study and assessment outside of scheduled classes.

All face to face delivery of classes take place in the AIOF campus at 42b Synnot Street Werribee Victoria Australia. Students are also required to undertake structured learning activities each week in their own time. Students will also be supported outside of face to face classes through e-mail and/or telephone. Face to face training classes will consist of groups up to a maximum of 15 students.

A delivery schedule is provided to each student pre course commencement. Students are provided with an orientation to the course to outline the learning and assessment processes, support services and other relevant information. The following delivery methodologies are implemented during face to face classes: trainer presentations and demonstrations, individual tasks, case studies, 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 appropriate workplace standards.

During independent study and assessment outside of class time students undertake a variety of structured learning and assessment activities. The learning activities includes a mixture of theoretical and practical tasks. Learning material includes sufficient information for the students to learn the topic, undertake practice activities and complete tasks.

Students will be provided opportunities for formative assessment during delivery. Trainers provide feedback to students on areas for improvements to facilitate the development of appropriate knowledge and skills and prepare them for summative assessment.

ASSESSMENT

Each unit is assessed individually. Each unit contains two or more assessment tasks that are undertaken in class or in the student's own time. Some assessment tasks are open book, and some are closed book. Students will undertake in class assessments at the AIOF campus at 42b Synnot Street Werribee Victoria Australia. All assessment activities will be conducted by AIOF Assessors.

Assessment methods include a combination of written tests, written assessments, presentations, demonstrations, projects, and practical demonstration of skills. A simulated work environment is also used in places for assessment purposes.

Students will be provided with opportunities for re-assessment if they fail to demonstrate competency during assessment tasks. In certain cases, students may be advised to re-enrol in further training before re-attempting assessments.

After each assessment, the student's submission will be marked S - Satisfactory or U - Unsatisfactory and verbal and written feedback provided. Unit results are recorded as C - Competent and NYC - Not Yet Competent.

Students will be permitted 3 attempts to demonstrate competency at each assessment. If they are still unable to demonstrate satisfactory competence at this point they must re-enrol and undertake the training again.

Students will be informed of assessment processes and methodologies pre-enrolment and at orientation. Assessors will provide copies of the assessment tasks in accordance with the assessment schedule and discuss the assessment requirements with each student prior to them attempting each task.

Assessments employ a variety of theoretical and practical tasks to assess student's knowledge and skills in relation to the unit context. The context of the simulated workplace environment may be incorporated into assessment tools (where appropriate) and student's complete tasks to workplace standards.

PATHWAY INFORMATION

Training Pathway

Students who successfully complete this course may progress onto e.g. BSB60120 Advanced Diploma of Business or other related Business Services courses.

Employment Pathway

Successful completion of this qualification may provide career opportunities as administration managers, general office managers and office managers.

LOCATION

Training and assessment will take place at AIOF campus at 42b Synnot Street Werribee Victoria Australia.

COURSE START DATES

Monthly Intakes, Please contact AIOF for more information.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER (CT)

All students are provided with the opportunity to have their prior learning and experience assessed and gain recognition for this. 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.



QUALIFICATION

On successful completion of this course, students will receive a BSB50120 Diploma of Business and a Record of results. A Statement of attainment will be provided to students to indicate the units they have successfully completed if they do not successfully complete all units in the course.

COURSE CURRENCY STATUS

Current

COURSE STRUCTURE

In order to achieve this qualification are required to undertake a total of 12 units to complete this course

Core units

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|-----------|--|
| 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

| | |
|-----------|---|
| BSBPMG430 | Undertake project work |
| BSBTWK503 | Manage meetings |
| BSBSTR502 | Facilitate continuous improvement |
| BSBLDR601 | Lead and manage organisational change |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBWHS521 | Ensure a safe workplace for a work area |
| BSBLDR522 | Manage people performance |

FEE INFORMATION

COURSE FEE

The total fee charged for this course is \$9,500 (includes resources).

FURTHER INFORMATION

Contact the Training Manager for further information on phone: 03 9749 7727 or email admin@aiop.edu.au.

