

Course Code: BSB50215 CRICOS Code: 092194A

DIPLOMA OF BUSINESS

QUALIFIED TRAINERS
EFFECTIVE STUDENT SUPPORT
LEADERSHIP AND MANAGEMENT
SMALL CLASS SIZE
COMPETITIVE FEES



Education
Redefined

DIPLOMA OF BUSINESS

ENTRY REQUIREMENTS

Academic Entry Requirements

- Completion of Year 12 or high school or equivalent in applicant's home country (Subject to the country Assessment Level).
- International Students must be over 18 years of age before commencing studies.

There are no course specific entry requirements for this qualification.

English Language Requirements

- International Students must have a good command of written and spoken English.
 - International students who do not have English as first language will need to show that they are capable of completing the course successfully by meeting at least one of the following entry requirements:
 - An IELTS score (Academic Module) of 5.5 with no individual band score less than 5.0, or
 - Certificate IV or Higher of AQF qualification or
 - PTE, with the minimum of overall 43 score (at least 36 score in each module)
 - Students with 5.0 bands will be considered if they have completed ELICOS program for minimum of 10 weeks
 - NYC in house English Placement Test for onshore applicants from Level 1 & 2 countries only
- Note: All applicants from Level 3 countries must sit IELTS or PTE and obtain the required score before they can be enrolled into this course.

STUDY PATHWAY AND CAREER OPPORTUNITIES

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.**

After successful completion of:

- BSB60215 Advanced Diploma of Business or a range of other Advanced Diploma Qualifications

Learners may complete individual units of competency and receive a statement of attainments for that unit.

Job roles and titles

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

- Customer Service Manager
- Office Supervisor
- Business Manager
- Human Resources Manager
- Marketing Manager

COURSE DESCRIPTION

This course provides students with skills and knowledge required to perform effectively in business environment as a team leader or first line supervisor managing a workplace. It equips students with both a range of specific business skills and broader capabilities such as communication, problem solving and self-management. It is designed for students who are aspiring to be team leaders in medium and large organisations across all industry sectors. It is also suitable for practising team leaders seeking to formalise their skills.

ASSESSMENT

All units of competence will be assessed using a selection of tools:

- Portfolio
- Observation
- Report
- Verbal Questions and Answers
- Written Assessment
- Practical demonstration / Role Play
- Presentations / Meetings / Discussions

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RECOGNITION OF PRIOR LEARNING (RPL)

RPL is the assessment process for recognizing competencies gained through previous learning, work and life experiences. Students who have completed any of the subjects or have practical experience that can be used for RPL, can contact NYC prior to enrolment. In order to be granted RPL, candidates are required to provide evidence that they are already competent in the specific subject/ subjects and these evidences should be valid, authentic, current and sufficient.

COURSE DURATION/ MODE/ *FEES

- Full time: 52 weeks including 8 weeks holidays
- Face-to-face classroom based learning
- Tuition Fees: AUD 9,500.00
- Enrolment Fee: AUD 200.00 (applicable on new enrolments only, once off fee)
- **Resource Fee: AUD 300.00

COURSE STRUCTURE/UNITS OF COMPETENCY

In order to gain the certificate, 8 units must be completed for this qualification

Code	Title	Core/Elective
BSBHRM501	Manage human resource services	E
BSBMKG501	Identify and evaluate marketing opportunities	E
BSBMKG502	Establish and adjust the marketing mix	E
BSBRSK501	Manage risk	E
BSBCUS501	Manage quality customer service	E
BSBADM502	Manage meetings	E
BSBMKG508	Plan direct marketing activities	E
BSBMKG506	Plan market research	E

Note:

- *Please familiarise yourself with New York College's Refund Policy
- **The Resource Fee ensures students receive printed notes and access to wifi for the duration of their course.

More details are available in student handbook which can be downloaded from our website at www.newyorkcollege.edu.au

Education Redefined

New York College

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