

Diploma of Business

BSB50215



This qualification will be suitable for individuals with various job titles including executive officers, program consultants and program coordinators. The individuals in such positions may possess substantial experience in a variety of settings but seek to further develop their skills across a wide range of business functions.

On the other hand, it is also suitable for those individuals who are 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.

Common positions that may be suited with this qualification are:

- < **Supervisor**
- < **Manager**

COURSE REQUIREMENTS:

DOMESTIC STUDENTS

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

INTERNATIONAL

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 162 or
- must have an OET score of B for each component
- Completed year 11 or equivalent

TRAINING DELIVERY:

Classroom delivery: Face to face training and Practical Placement.

Please note that the assessment methods for this course includes Theory component and mandatory practical placement component of 120 hours. You must complete placement hours to be able to achieve the competency in the units and successfully complete the course

Virtual Classroom Delivery: Theory delivery via zoom & Face to Face practicals as required in the qualification

DURATION:

- Domestic: 26 weeks
- International: 26 weeks

Domestic students: ☎ 13 13 89

International students: 📞 +61 3 9450 0500

Please see over for Units of Study

Units of Study



Units of study

Students will need to complete 8 Units of Competency, consisting of all 8 Electives.

(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
ELECTIVES	
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment , selection and induction processes
BSBMGT403	Implement continuous improvement
BSBPMG522	Undertake project work
BSBWOR501	Manage personal work priorities and professional development
BSBMKG609	Develop a Marketing Plan
BSBINM601	Manage knowledge and Information

RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification.

Detailed information is available on the ETEA website www.etea.edu.au

FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at www.etea.edu.au

GOVERNMENT FUNDING:

You may be able to access government funding if you meet the eligibility criteria.

To check if you are eligible visit www.etea.edu.au



FURTHER INFORMATION
Visit our website or contact your
closest office for further information.
www.etea.edu.au



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