Course Outline

BSB50215 Diploma of Business

Qualification/Course/Unit of Competency (if single)	BSB50215 Diploma of Business Eight (8) elective units are required for the award of the BSB50215 Diploma of Business. Units have been selected in accordance with the packaging rules and are relevant to the work outcome, local industry requirements and qualification level. The latest release of the qualification and packaging rules can be found at the following link: https://training.gov.au/Training/Details/BSB50215
CRICOS Course Code	095331F
Purpose	This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators. Individuals in these roles may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions. Conversely, it may also apply to those 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.
Course Provider	Training Organisation NSW Pty Ltd T/as **Darwin Institute of Technology** RTO Code: 41128 CRICOS Code: 03609J Phone: 1300 420 156 (from Australia), +61 421 196 622 (from Overseas) email: info@dit.edu.au website: www.dit.edu.au
Delivery Mode	This program is delivered in the classroom face-to-face mode.
Delivery Site/Location	The course is delivered at 37 Gregory St, Parap, Darwin (Northern Territory), NT 0820
Course Duration	This qualification will be delivered over 52 weeks, including 40 weeks of training and assessment spread over four terms of 10 weeks each. Holidays are 3 weeks per term.
Career Outcomes	Target groups for the BSB50215 Diploma of Business are international students who are: • Seeking to pursue a career as in business • Seeking to enter a new industry sector • Seeking a pathway to higher level qualifications.
Education Pathways	Potential employment options are as a Manager in a range of industry areas. Students who complete this course may wish to continue their education into the BSB60215 Advanced Diploma of Business or a range of Advanced Diploma qualifications, as well as higher education qualifications in business or management.
Units of Competency	The BSB50215 Diploma of Business requires the completion of the following 8 elective units. Electives for this qualification have been chosen by Darwin Institute of Technology to ensure that students achieve a broad range of skills and knowledge in business. The course structure is as follows:

Unit Code	Unit Name	Core/Elective
BSBHRM506	Manage recruitment, selection and induction processes	Elective

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	BSBHRM501	Manage human resources services	Elective
	BSBADM502	Manage meetings	Elective
	BSBADM506	Manage business document design and development	Elective
	BSBADM504	Plan and implement administrative systems	Elective
	BSBWOR501	Manage personal work priorities and professional development	Elective
	BSBRSK501	Manage risk	Elective
	BSBWHS521	Ensure a safe workplace in a work area	Elective
Pre-requisites	None		
Entry Requirements	Darwin Institute of Technology (DIT) has the following entry requirements: International students must: • Be at least 18 years of age and must have completed at least the equivalent of Year 12. • Have an IELTS score of 5.5 or equivalent (test results must be no more than 2 years old). • Participate in a course entry interview to demonstrate their suitability for the course. • Participate in LLN Test and pass the same. International Students may not be required to provide evidence of English Language competence where documented evidence can be provided to demonstrate any of the following: • students who have completed at least five years' study in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland • citizens and passport holders of one of the following English speaking countries: UK, USA, Canada, NZ or Republic of Ireland • students who have successfully completed in Australia in the English language either the Senior Secondary Certificate of Education or 50% of the studies at a Certificate IV or higher-level qualification, in the two years before applying for the student visa.		
Intakes and Timetable / Holiday Periods	**Check Timetable in website**		
Training Arrangements	• A face to face training mode is employed for this qualification and all training will take place at DIT training facilities in Darwin. Units of competency are delivered individually. • A timetable will be supplied to each student prior to course commencement. Students are also provided with an orientation to the course to outline the learning and assessment processes, support services and other relevant information. This forms part		

of the general orientation that DIT provides to students.

- All students will be provided with a range of learning support options and resources to help them achieve competency.

- Students can also be supported outside of face to face mode through e-mail and telephone contact with their trainer. Students are provided with their trainer's contact details at their orientation or later.

- Students are encouraged to contact their trainer at any time and trainers will liaise with students regarding their progress and provide advice as required including any relevant course content and concepts, learning opportunities, assessment requirements, feedback on assessments and any issues the student is experiencing.

- Students will be required to do homework which will need at least 2 hours of study per week.

- DIT uses a range of techniques during face to face delivery including 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 will complete tasks to appropriate workplace standards.

- Delivery methodologies employ terminology, equipment, resources, materials, contexts, practices and activities associated with the business (or related) role in the workplace.

The simulated training environment is achieved by using equipment, tools, technology, workplace conditions, legislation, quality standards and approaches to work that match those currently employed in industry in a business context. For example, workplace plans (business/operational/ weekly), administration documentation, IT hardware (computers, laptops, printers, projectors) and Microsoft office software applications, telephones, tables and chairs, policy and procedure manuals.

Students understanding of the workplace and its requirements will be developed throughout the course.

The environment is created to suit the specific unit requirements and the trainer reinforces understanding through relating to their own experience and through the use of learning materials e.g. textbooks, handouts or videos. Depending on the unit content and context the classroom environment is adapted to recreate the simulated work environment.

Appropriate simulated contexts and activities are incorporated into delivery and prepare students for assessment. These align to the contexts and activities indicated in the units of competency. The simulated assessment contexts and activities also align to the requirements of each unit of competency.

During the practical sessions, sufficient time is allocated for students to perform the required tasks, practice their skills and reinforce their knowledge.

DIT has lesson plans for the delivery of training, as well as presentation slides, which are supported by textbooks as follows:

- Leadership and Management Theory and Practice, Kris Cole, 7th Edition Cengage 2019

- Lesson Plan and PPT prepared for each unit by DIT

Facilities and Equipment

- Training rooms, including desks, chairs, whiteboard and overhead projector

- Computers with Microsoft Office and access to the Internet.

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	• Learning and assessment materials as outlined in this Training and Assessment Strategy. • Library from where you can borrow the above-mentioned books.
Assessment Arrangements	Assessment will occur through a variety of methods, including projects incorporating role-plays, case studies and short answer questions. Assessment conditions will ensure a simulated workplace environment. Assessment tasks: • Reflect real life work tasks. • Are required to be performed within industry standard timeframes as specified by assessors in relation to each task. • Are assessed using assessment criteria that relate to the quality of work expected by the industry. • Are performed to industry safety requirements as relevant. • Utilise authentic workplace documentation. • Require students to work with others as part of a team. • Require students to plan and prioritise competing work tasks. • Involve the use of standard, workplace equipment such as computers and software. • Ensure that students are required to consider workplace constraints such as time and budget
Course Credit	DIT can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed. There is no charge to apply for Credit. To apply, fill in the Credit Application Form and submit it as part of your enrolment. Granting course credit may affect course fees as well as the duration of Student visa.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning is available, and all students are offered the opportunity to participate in RPL upon enrolment. Recognition of Prior Learning is recommended as an option where individuals have been working in a relevant job role for at least 2 years. A streamlined RPL process has been developed which requires the student to make a self-assessment of their skills, participate in an interview with an assessor, provide documentary evidence and demonstrate practical skills where relevant. This process involves: 1. The candidate expresses their interest in RPL and discusses their suitability with DIT trainer If suitable, they are sent a Candidate Kit. 2. Candidate completes the RPL Candidate Kit to confirm they are able to provide required evidence for RPL and then if they wish to progress their application, fills in the application form provided in the kit and returns it to DIT. 3. The application is reviewed for suitability. 4. If suitability is confirmed, the candidate is enrolled. 5. The assessor then makes arrangements to meet with the candidate to conduct the first interview and begins assessing skills and knowledge using the RPL Assessor Kit. An evidence plan is developed during this meeting. 6. The assessor then contacts professional referees to confirm the candidate's skills, work

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<td>experience and knowledge, and records findings in the RPL Assessor Kit

7. The assessor conducts further interviews and practical assessments as required.

8. A decision is made about whether RPL will be granted for each unit and this is recorded in the Assessor's Kit.

9. Arrangements for gap training are made if required

10. Feedback is collected from each candidate in relation to the RPL process.

RPL Tools

There are three tools used to form assessment decisions for each RPL Enrolment into BSB50215 Diploma of Business. They are:

- The RPL Candidate Kit – to be completed by the student

- The RPL Assessor's Kit - to be completed by DIT's trainer/assessor

Granting RPL may affect course fees as well as the duration of Student visa.</td>
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<td>**Costs**</td>
<td>**Onshore**
Tuition Fee: AUD 6,800
Material Fee: AUD 200 (AUD 50/Term)
Application Processing Fee: AUD 300 (to be paid at the time of enrolment)
Total Course Fee: AUD 7,300
<u>**Payment Plan**</u>
- Frequency of payment 4 X AUD 1,750 (Each at the beginning of each term)
RPL Costs:
Charge per unit of competency – AUD 200

Nationally Recognised Training does not occur GST.

Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met.</td>
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<td>**Selection Process**</td>
<td>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that you have necessary skills. Also, an interview will be conducted to ensure that the course is suitable for you and that DIT is able to meet your individual needs.</td>
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<td>**How to apply**</td>
<td>If you would like to enroll into the BSB50215 Diploma of Business, please contact our office to obtain a Student Enrolment Form.
Phone: 1300 420 156 (from Australia), +61 421 196 622 (from Overseas)
email: info@dit.edu.au
Please fill out all sections in the Student Enrolment Form and return through email or to:
Post: 37 Gregory St, Parap, Darwin (Northern Territory), NT 0820
Once we receive your completed forms, we will contact you to arrange an entry interview.</td>
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If you would like to discuss this course in more detail, please call us for a confidential discussion on +61 421 196 622.

This course outline should be read in conjunction with DIT's Student Handbook.