

1. AIMS

The BSB50215 Diploma of Business course is designed to provide students with training to manage the work of, and those involved in, a business organisation.

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals 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.

2. EMPLOYMENT OUTCOMES

Students completing this qualification could undertake varying functional, managerial and/or supervisory roles in a business context. Job roles and titles vary across different industry sectors. This qualification would appeal to a wide variety of clients. Examples are:

- Managers
- Coordinators
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

3. OVERVIEW

The changing workplace has led to the development of a significantly different role for Managers and their teams. There is a move away from the traditional skills of the supervisor controlling, directing and maintaining discipline, to the team leader being responsible for coaching, facilitating and developing team cooperation within a strategic framework.

This qualification provides the core leadership competencies required by contemporary managers. Blending theory with practice, this qualification focuses on workplace learning to ensure its relevance to your particular situation and business.

This qualification is fully competency based and while knowledge and some aspects of competency are assessed within the realms of each unit, completion of activities demonstrating all areas of competency will need to be undertaken to graduate.

4. DURATION

The Diploma course is implemented over a 6 month timeframe when studied full-time. The course can be studied on a part-time basis in which case the duration is lengthened according to the student's progress through selected units.

The duration may also vary according to the delivery model and program being studied (for example if studied as part of a dual Diploma).

5. COSTS 2021

APPLICATION FEE

Australian /VET Students Loans Eligible students	\$0
Other Domestic students	\$150

ACADEMIC FEES

Domestic/Australian Students (VET Student Loans eligible)	\$8,000
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Note: The College reserves the right to alter fees prior to the start of each academic year.

GOVERNMENT ASSISTANCE

Government study assistance such as Austudy, Abstudy and Youth Allowance is available to eligible domestic students for this course. Visit www.studyassist.gov.au or contact Centrelink for more details.

VET Student Loans are available to eligible students for this course. See the college website www.unity.edu.au for more information.

Note:

- VET student loans will not be approved for students who do not meet eligibility requirements
- A VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid

Note: Any additional charges associated with study of this course, and not covered by VET Student Loans, are outlined in the Student Handbook. These charges relate to non-tuition fees such as late assessment submission penalties.

6. ENTRY REQUIREMENTS

This qualification has no formal pre-requisites however a typical pathway into the qualification would be one of the following:

- after achieving the Certificate IV in Business or other relevant qualification/s
- providing evidence of competency in the majority of units required for the Certificate IV in Business or other relevant qualification/s
- with vocational experience working in a business management/team leader type role, but without formal qualifications

General requirements for entry are:

- A completed student application form.
- Provide evidence of Language, literacy and numeracy (LLN) skills – either:
 - For VET Student Loans: Senior Secondary Certificate of Education awarded by an agency or authority of an Australian State or Territory for the student's completion of year 12, OR Competence in LLN at the Australian Core Skills Framework (ACSF) Exit Level 3, in both reading and numeracy.
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.
- Students are able to apply for Recognition of Prior Learning (RPL) for any units of the course for which they have appropriate prior experience. Contact the college on info@unity.edu.au for more information.

Student Entry Procedure for students accessing a VET Student Loan:

Students who wish to cover all or part of the course fee through the VET Student Loans scheme should read and follow the "VET Student Loans Student Entry Procedure" as outlined on the Unity College Australia website www.unity.edu.au (More info – Financial Help).

7. TRAINING PROCESS

Unity College Australia uses a wide variety of training methods. Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done in consultation with the trainer.

The mode of training for this course may be:

- face to face sessions plus self-paced study
- on-line
- face to face classes plus on-line and/or self-paced study.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is

expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

8. COURSE COMPETENCIES AND STRUCTURE

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.



The BSB50215 Diploma of Business course requires the completion of a minimum of 8 units of competency with no more than 3 units being selected from any one group below.

A sample of units is provided below. Actual course structure and units studied may vary and will be selected by the trainer as appropriate to the student cohort. For more information please email info@unity.edu.au.

Sample Units of Competency	Group/Code	Unit Title
Electives	Group B	
	BSBADM502	Manage meetings
	BSBADM504	Plan and implement administrative systems
	Group C	
	BSBHRM501	Manage Human Resource Services
	BSBHRM506	Manage recruitment, selection and induction processes
	BSBLED502	Manage programs that promote personal effectiveness
	BSBLED509	Manage rehabilitation or return-to-work program

Group D	
BSBMKG514	Implement and Monitor Marketing Activities
BSBMKG502	Establish and Adjust the Marketing Mix
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG508	Plan direct marketing activities
BSBMKG510	Plan e-marketing communications
Group E	
BSBMGT403	Implement Continuous Improvement
BSBPMG522	Undertake Project Work
BSBWOR501	Manage personal work priorities and professional development
BSBRSK501	Manage risk
Other	
BSBATSIL512	Be a Leader in the Community
BSBMGT502	Manage people performance
BSBLDR501	Develop and use emotional intelligence
BSBLDR503	Communicate with influence
BSBCUS501	Manage quality customer service
BSBFIM501	Manage budgets and financial plans
BSBWOR502	Ensure team effectiveness
BSBWHS501	Ensure a safe workplace

9. ASSESSMENT OVERVIEW

Assessment in each unit involves:

- attendance and participation
- written assignments, exercises, tutorial/seminar presentations

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each unit.

C	Competent
NYC	Not Yet Competent

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia/Australian Institute of Learning
- Return of all college resources including library books
- Maintained a satisfactory level of conduct during his/her time at College

10. PATHWAYS

After achieving the BSB50215 Diploma of Business, candidates may undertake the BSB50415 Diploma of Business Administration, BSB51915 Diploma of Leadership and Management or BSB60215 Advanced Diploma of Business, available through Unity College Australia, or a range of other related qualifications.

11. TRAINING CENTRES AND COURSE DATES:

This course is currently implemented at the Robina, Gold Coast, campus of Unity College Australia for face to face and on-line students (domestic students only).

Students may commence study on a monthly in-take cycle.

Please email info@unity.edu.au for more details about this course, training centre locations and entry dates.