

Domestic Students - 2018

DIPLOMA OF BUSINESS

Course Code: BSB50215

* This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training.

For further information, please visit our website at:

www.atmc.edu.au

Provider No.22158



**ARE YOU ELIGIBLE FOR
SKILLS FIRST COURSES?***



Campus	Melbourne
Training product status	Current
Duration	720 hours
Delivery mode	Face-to-face
Assessment mode	Combination of written and practical tasks
Fees*	<ul style="list-style-type: none"> \$800 For more information, please refer to 2018 statement of Fees (Victoria) - Skills First Program
Entry requirements	Students must undergo a Pre-Training Review with a Language Literacy & Numeracy (LLN) specialist where their suitability for this course will be determined. The Australian Core Skill Framework (ACSF) entry level for this course is approximately level 4
Possible pathway for further study	BSB60215 Advanced Diploma of Business ^Bachelor of Business or a range of other Advanced Diploma qualifications
Possible occupational outcomes	Executive Officer, Program Consultant, Program Coordinator

OTHER FEES AND CHARGES

Enrolment Fee (Non-refundable)	\$100
Material Fee	\$100
Repeat Unit Fee	\$300/unit
RPL Fee per theory unit	\$250/unit
Charge for lost ID Card	\$15
Charge for lost Certificate	\$30
Printing Cost	10 cents/page (B&W) 50 cents/page (colour)
A surcharge for for all credit card payments	3%

Individuals must meet the eligibility criteria to access government funding.

Quality Indicator Surveys

During studies, students may receive surveys. This helps ATMC towards continuously improving our training services and reporting our quality to the regulators. For students who enrol under the Skills First Program, please be advised that you may receive an invitation to participate in an NCVER survey, the Department's Annual Student Outcome Survey, Department endorsed project and/or being contacted by the Department (or persons authorised by the Department) for audit or review purposes.

*Tuition fees and other course related fees are not subject to change once a student has enrolled.

^Qualifications not offered at ATMC

DESCRIPTION

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

COURSE CONTENTS/ UNITS OF COMPETENCY

- BSBADM502 Manage Meetings
- BSBWOR501 Manage Personal Work Priorities and Professional Development
- BSBADV507 Develop a Media Plan
- BSBADM506 Manage Business Document Design and Development
- BSBHRM506 Manage Recruitment, Selection and Induction Processes
- BSBHRM501 Manage Human Resources Services
- BSBPMG522 Undertake project work
- BSBRISK501 Manage Risk



AUSTRALIAN TECHNICAL AND MANAGEMENT COLLEGE (ATMC)

ATMC Melbourne Head Office & Lonsdale Street Campus

Level 2, 399 Lonsdale Street, Melbourne, VIC 3000, Australia

T: +61 3 8327 3100

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RTO No: 22158 CRICOS Provider No. 03013D ABN: 73 130 044 745