

BUSINESS

DOMESTIC STUDENTS



BSB50215 | Diploma of Business

Release 3 (21/Feb/2019)

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.

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

Location
*Subject to variance depending on the time of enrolment 601 Bourke Street, Melbourne , VIC 3000

Duration 52 weeks incl. holidays

Total Tutition Weeks 36 weeks

Delivery and Assessment mode Face-to-face; combination of theory, practical and/or project assessments

Prerequisite / Entry requirements

- Completion of year 12 or equivalent. (Subject to the assessment and approval of ATMC Admission team.)
- Applicants must be 18 years of age and above
- Successful completion of Pre-training review (PTR)
- LLN Level 4

Third-party arrangement NIL

Work-based training / Work placement NIL

Possible pathways for further study

- BSB60215 Advanced Diploma of Business,
- or a range of other Advanced Diploma qualifications. (Qualification not offered at ATMC)
- Bachelor of Business (Qualification not offered at ATMC)

Possible occupational outcomes Executive Officer, Program Consultant, Program Coordinator

Fees & Charges*

	Skills First Funding	Full Fee for service
Tuition fee	\$0	\$6,000
Gov Contribution	\$2,000	\$0
Administration fee	\$0	\$100
Materials fee	\$350	\$350

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

This training is delivered with Victorian and Commonwealth Government funding. Individuals with disabilities are encouraged to apply to access government subsidised training. Individuals must meet the eligibility criteria to access government funding.

Government funded concessions applies to Skills First Funding Tuition Fee only.

All equipment & resources are at student's expense

Units of Competency

CORE: This qualification has no core units

ELECTIVE:

- 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
- BSBR501 Manage risk

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.

