



GIPPSLAND
INSTITUTE OF TECHNOLOGY



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BSB50120

DIPLOMA

OF BUSINESS

CRICOS COURSE CODE: 107991M

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Course Description

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings but seek to further develop their skills across a wide range of business functions.

Target market

The target market for this course is international students:

- ✓ Who possess an appropriate visa that allows them to study at an Australian registered CRICOS provider.
- ✓ Who wish to undertake this course to access further study or employment opportunities.
- ✓ Who have successfully completed year 12 or secondary studies in their home country or in Australia.
- ✓ With little or no vocational experience.
- ✓ Who are 18 years of age at course commencement.

Course structure

Students are required to complete 12 units comprising 5 core and 7 elective units.

BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBXCM501	Lead communication in the workplace



BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBLDR523	Lead and manage effective workplace relationships
BSBWHS521	Ensure a safe workplace for a work area
BSBOPS502	Manage business operational plans
BSBPEF502	Develop and use emotional intelligence
BSBTWK502	Manage team effectiveness

Course currency status: Current

Location

Training and assessment will take place at the Gippsland Institute of Technology at 4/70 Main Street Pakenham, Melbourne Victoria Australia 3810. Students are also required to undertake some training and assessment activities in their own time.

Course Intakes

Intakes throughout the year. Contact the Institute for details.

Upon successful completion of 12 units of competency, the participant will be issued a Nationally Recognised BSB50120 Diploma of Business. Where a participant successfully completes some but not all the units of competency in the course, they will be issued a Statement of Attainment indicating the units they have successfully completed.

The course is delivered via face-to-face training and independent study. The following techniques are employed during face-to-face delivery depending on the subject matter: trainer demonstrations, power point presentations, individual tasks, research, role plays, practical demonstrations, and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and students' complete tasks to workplace standards.

Students also undertake independent study and assessment activities in addition to scheduled classes. Examples of activities include undertaking homework set by trainers, research, reading, practicing applying knowledge and skills learnt in class, and preparing for and undertaking out of class assessment tasks.

Assessment methods used include knowledge questions, reports, research activities and practical demonstrations/ observations. Methods also include simulated workplace environments whereby workplace environments and conditions are simulated and student's complete tasks to workplace standards.

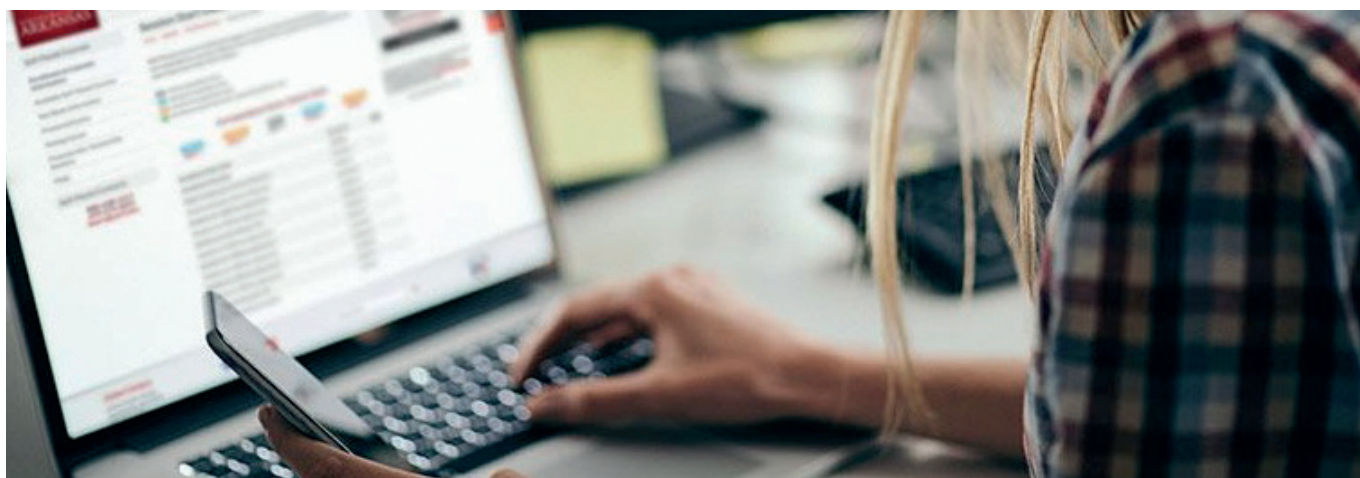
The Institute offers this course with different term durations and holidays periods to address individual student needs and preferences.

Total duration: 52 weeks including holidays. This includes 44 weeks of term time and 8 weeks' holidays. Term time consists of four 11-week terms. Holiday periods include three 2-week term and one 2-week Xmas break.



During term time students attend scheduled face to face classes for 16 hours per week. Face to face classes are scheduled during the day or night or mixture of both. Day time classes are 8 hours and night classes are 4 hours in duration. Day classes operate from 8.30am to 5.30pm and night classes 6.00 to 10.00pm.

Students will be required to undertake additional independent study and assessment activities completed outside of the classroom for approximately 10 hours per week. Independent study is a mandatory part of the course. Students also have the option of attending a supervised study session for 4 hours per week. Total study commitment per week is 26 hours per week (30 hours per week if attending supervised study sessions).



Entry requirements

Students must be over 18 years of age at the time of course commencement. Students must secure an appropriate visa that allows them to study in an Australian Registered Training organisation prior to course commencement.

Academic entry requirements

To gain entry to this course, students must have successfully completed year 12 or secondary studies in their home country or in Australia.

English Language entry requirements

Applicants for this qualification must have a minimum English language proficiency of IELTS 5.5 (overall band) or an equivalent exam result recognised by the Australian Department of Home Affairs. Applicants can also arrange to undertake an English language test with the Institute.

Resource entry requirements

Students must supply their own laptop with Microsoft Office software e.g., Office 365 Personal that includes Outlook, Word, Excel, PowerPoint, & Publisher. Institute will confirm the software requirements with each student pre-enrolment.

Pre-Training Review

To ensure applicants are placed in a suitable course with an appropriate training and assessment strategy, we review applicants existing knowledge, skills, experience, and qualifications. You will be asked to complete this Pre-Training Review form during the enrolment process by providing details of your existing knowledge, skills, experience, and qualifications that are relevant to the course being applied for. Gippsland Institute of Technology will then review this information and respond to you with the outcome of the review.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning. You may be eligible for recognition of prior learning for part or all your intended course, based on your previous experiences and learning.

Credit Transfer

You may be eligible for a credit transfer if you have previously undertaken training through an Australian Registered Training Organisation. Students who have successfully completed whole units of competency with an Australian Registered Training Organisation that are identical to any of those contained within this course can apply for Credit Transfer.

Dual Qualification Opportunities

Students who successfully complete the BSB50120 Diploma of Business may also be awarded the BSB50420 Diploma of Leadership and Management. Possessing both qualifications may increase student employment and/ or further study opportunities at course completion.

These courses contain eleven common units of competency. The communication units of competency in each course have slightly different outcomes. Training and assessment for these communication units of competency is addressed during your course. This means if a student successfully completes one of these courses, they can be awarded both qualifications.

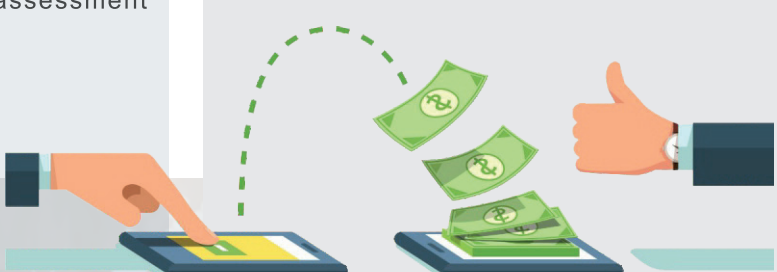
To access this fantastic opportunity students must be enrolled in both courses. Only one enrolment fee is levied. Contact our friendly staff for further details.

Training Pathway

Students who successfully complete this course may progress onto the BSB60120 Advanced Diploma of Business or related course.

Employment Pathway

Successful completion of this qualification may provide access to frontline management career opportunities in a range of business functions or related roles. Successfully completing this course does not guarantee a graduate will secure a relevant job.

TUITION FEE	Tuition Fee: \$10,000		PAYMENT
	Materials fee: \$350 (includes cost of learning and assessment materials).		
	Enrolment fee: \$250		
	On enrolment \$5,600 is payable of which \$250 is a non-refundable enrolment fee. \$5,000 is payable one week prior to the commencement of term 3 of the course.		

Recognition of Prior Learning Fee - Refer to Fees and refund procedure for details. All fees indicated are in Australian dollars.

Work boots

The following suppliers sell work boots. Refer to the sites for information on prices.

<https://www.Kmart.com.au> <https://www.tradiesworkwearshop.com.au> <https://www.hardyakka.com.au/>

FURTHER INFORMATION

Please contact the GIT Admission Team on +61 3 5941 5070 or by e-mail at admission@git.vic.edu.au or visit the head office at 4/70 Main Street, Pakenham, Melbourne, Victoria, Australia 3810.