

# BUSINESS

*Take your business skills to  
the next level!*



**This qualification is directed at Individuals who seek to further develop their skills across a wide range of business functions.**

**This course covers essential skills such as:**

- Managing operational plans
- Managing quality customer service
- Developing and managing budgets

## BSB50215 Diploma of Business

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 ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

Illawarra ITeC require students to have strong English, reading and writing skills, or higher and should have completed Year 12 or equivalent schooling, or have proven written communication skills.

Participants will be required to complete a Language, Literacy & Numeracy (LLN) Assessment prior to enrolment.

### UNITS OF STUDY

To be awarded a full qualification in Diploma of Leadership and Management - BSB51915 you will need to be assessed as competent in 0 core plus 8 elective units of competency (8 units of competency). A Statement of Attainment will be issued for units deemed competent if a full qualification is not achieved.

## BSB50215 - Diploma of Business

UNIT CODE	UNIT NAME
BSBADM502	Manage meetings
BSBADM504	Plan and implement administrative systems
BSBHRM506	Manage recruitment, selection and induction processes
BSBCUS501	Manage quality customer service
BSBMGT517	Manage operational plan
BSBRISK501	Manage risk
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBWOR501	Manage personal work priorities and professional development



### JOB ROLES & CAREER OPPORTUNITIES:

- Branch Manager
- Leadership Consultant
- Office Manager
- Operations Manager

## **DELIVERY**

This course can be delivered as class based, mixed mode (workshops and distance/correspondence) and may also be eligible to be delivered as an on-the-job Traineeship, through VET in Schools or as a School Based Traineeship.

### **Recognition of Prior Learning (RPL):**

The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. To apply for Recognition of Prior Learning in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

### **Credit Transfer:**

If you have successfully completed exactly the same unit of competency or a unit similar in content and outcome to one in your current course, your previous result may be transferred (Credit Transfer). Your assessor will decide whether you are able to receive an automatic Credit Transfer.

## **STUDENT SUPPORT**

The Illawarra ITeC is committed to ensuring that all students are offered:

- Practical and reasonable support to complete their qualification.
- Guidance on career paths.
- Training and Assessment that is flexible to meet clients needs.
- Students will receive regular support and assistance from their mentor or trainer.
- Language, Literacy and Numeracy (LLN) is assessed prior to beginning a course and students are offered support through learning and assessment that may include both internal support and referral to external support providers.

### **Unique Student Identifier (USI)**

It is a requirement that all students completing a nationally recognised VET Qualification or Statement of Attainment have a Unique Student Identifier (USI) prior to enrolment. If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-usi>.

## **COURSE FEES**

Information about fees and charges will be discussed prior to enrolment with you and/or the third party (such as employer, school etc.) who will be paying the tuition fees and clients of ITeC pay an agreed fee prior to commencement of the program.

Some students may be eligible for concession fees or a scholarship (under NSW Smart & Skilled).

The course is also offered on a fee for service basis for people that are not eligible for subsidies under a government funded program.

Refunds are made in accordance with Illawarra ITeC's Refund Policy and Procedure.

**Please contact ITeC and speak to one of our staff who will be able to provide further information regarding the course delivery and fees.**

**Illawarra ITeC**  
**Phone: 02 4223 3100**  
**Email: [itec@illawarraitec.com.au](mailto:itec@illawarraitec.com.au)**