

BSB50215

Diploma of Business

for 2020 School Leavers

Starting: 1st Feb 2021

Call ITeC on 42 233 100 TODAY to ENROL

GAIN EMPLOYMENT
in the public or private sector in a
number of business areas upon
successful completion of this course!



Supportive smaller face-to-face classes
ensuring individual support & assistance,
mentoring and work placement program



Begins: **1st Feb 2021**
Completion: 21st June 2021
3 days/week (21hrs/week)

\$0-2,850

Depending on eligibility of student.

Training funded under NSW Smart & Skilled.
This training is subsidised by the
NSW Government.

The Illawarra ITeC Ltd
Registered Training
Organisation 90185



NATIONALLY RECOGNISED
TRAINING

02 4223 3100
itec@illawarraitec.edu.au
www.illawarraitec.com.au

UNITS COVERED:



Manage Personal Work priorities
and Professional Development



Manage meetings



Manage Operational Plan



Manage Risk



Manage Recruitment, Selection
and Induction Processes



Plan and implement
Administrative Systems



Develop Workplace Policy and
procedures for sustainability



Manage Budgets and Financial Plans

*Completion of this Diploma of Business
entitles you to 1 year credit on the 2 Year
Associate Degree of Business & Commerce*