BSB50215 Diploma of Business

Course 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.

Course structure
Students are required to complete 8 elective units.

Elective Units
- BSBADM502 Manage meetings
- BSBRSK501 Manage risk
- BSBWORS501 Manage personal work priorities and professional development
- BSBMKGS01 Identify and evaluate marketing opportunities
- BSBMKGS02 Establish and adjust the marketing mix
- BSBMKGS06 Plan market research
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM513 Manage workforce planning

Course currency status: Current

Location
Training and assessment will take place at the Joan Lawman College Suite 14, Level 4, 365 Lt Collins Street Melbourne, Victoria Australia 3000

Course Start Dates
Joan Lawman College offer courses throughout the year to suit clients’ requirements.

Qualification
Upon successful completion of 8 units of competency, the participant will be issued a BSB50215 Diploma of Business qualification certificate. Where a participant successfully completes some but not all of the units of competency in the course they will be issued a Statement of Attainment indicating the units they have successfully completed.

Delivery Method
The course is delivered via face to face training and workplace delivery. The following techniques are employed during face to face delivery depending on the subject matter: power point presentations, individual tasks, case studies, research, role plays, practical demonstrations and group work. The context of the simulated workplace environment will be incorporated into delivery methodologies and clients’ complete tasks to appropriate workplace standards.

During workplace delivery clients practice applying the relevant knowledge and skills in the workplace when completing job/role activities. Clients develop their knowledge and skills through performing workplace tasks that relate to the relevant units of competency. Clients are provided guidance, instruction and feedback by workplace supervisors on their competency in performing workplace tasks.
During non-face to face contact time clients will read the text books, complete homework tasks, undertake independent study to develop knowledge and understanding and prepare for assessments.

Assessment Method
Assessment methods used include knowledge questions, reports, case studies, research activities and practical demonstrations/observations.

Course Duration
This course is delivered over a duration of 40 weeks. The course duration may be amended to cater for individuals learning requirements. Students are required to attend face to face classes for one day per week, undertake workplace learning activities and independent study for the duration of the course.

The Enrolment Process
After reading the client information handbook you can apply for the program by completing our enrolment form and a pre training review form (including and assessment of your language, literacy and numeracy skills).

Entry requirements
Clients must have access to a business workplace environment for the duration of the course. Clients must demonstrate appropriate language, literacy and numeracy skills to gain access to this course.

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 of 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. Clients 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.

Training Pathway
On successful completion of this course clients may progress onto the BSB60215 Advanced Diploma of Business or related courses.

Employment Pathway
This qualification may provide entry into employment as an Executive officer, program consultant and program coordinator.

Course fee - $5,000 (inclusive of learning materials and enrolment fee of $350)

Payment – On enrolment $1000 is payable of which $350 is the enrolment fee. (enrolment fee is non-refundable except in cases of provider default). The balance of the course fee is paid in equal instalments over the study period.

Recognition of prior learning fee - $500 per unit of competence.

Replacement Certificate and Record of results fee - $50

Replacement Statement of attainment fee - $50.

Further information
Please contact the Training Manager on 03 8669 1438 or by e-mail at info@jlc.edu.au or visit the campus at Suite 14, Level 4, 365 Lt Collins Street, Melbourne, Victoria 3000.