



BSB50215 - Diploma of Business



NATIONALLY RECOGNISED
TRAINING

National Code:	BSB50215
CRICOS Code:	092414E
Duration:	52 weeks (incl. holidays)
Delivery Mode:	20 hours per week face-to-face delivery
Location:	Melbourne
Course Fees:	AU\$10,500 (incl. \$250 material fee)



UIA
Ultimate Institute of Australia

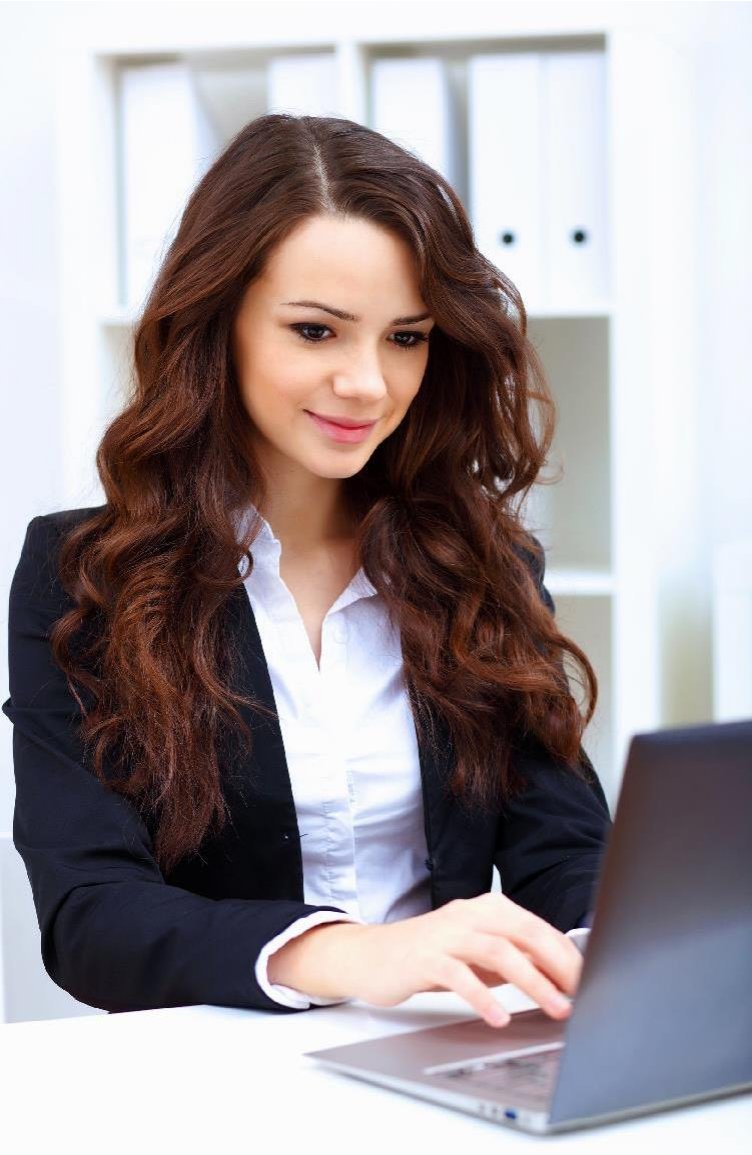
UIA is a Registered Training Organisation (RTO) specialising in the delivery of nationally recognised training to international students from all cultures and backgrounds.

This BSB50215 Diploma of Business provides the knowledge, understanding of theories, methods and practical skills using case studies, discussions and assessments in various business related work environments.

Education pathways include the potential to progress into further qualifications such as Diploma and Advanced Diploma of Business through to Bachelor of Business.

Career opportunities may include junior to middle management roles, or similar specialist management roles, including sales, administration, customer service and human resources.

Please refer to the UIA website (www.uia.edu.au) or contact us today for more information.



Course Structure

Students will need to complete 8 elective units of competency to attain the qualification.

Elective Units*

- BSBADM502 Manage meetings
- BSBADM506 Manage business document design and development
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBWOR501 Manage personal work priorities and professional development
- BSBRSK501 Manage risk
- BSBPMG522 Undertake project work
- BSBMKG506 Plan market research
- BSBMKG501 Identify and evaluate marketing opportunities

*Elective units for this qualification are current at the time of publication and are subject to change.

Qualification Entry Requirements

At the time of publication, the BSB National Training Package noted that there are no qualification entry requirements for this Nationally Recognised Training.

Age Requirement: All international students must be at least 18 years of age or above at the time of the course commencement to study at UIA Australia.

Academic Requirement: Satisfactory completion of an equivalent Australian Year 12 or Certificate IV or higher.

English Language Requirements:

International students, applying either off-shore or on-shore will require:

1. Either a minimum IELTS General test score of 5.5 (or equivalent*) for direct entry into the course, or IELTS General score of 5.0 (or equivalent*) with evidence of enrolment in an ELICOS course of at least 10 weeks' duration taken before the VET course, or IELTS General score of 4.5 (or equivalent*) with evidence of enrolment in an ELICOS course of at least 20 weeks' duration taken before the VET course.

Results older than two years are not acceptable.

OR

2. Evidence that they have completed at least five years' study in one or more of the following countries: Australia, United Kingdom, United States of America, Canada, New Zealand, South Africa or the Republic of Ireland.

OR

3. The student is a citizen and holds a passport from UK, USA, Canada, New Zealand or the Republic of Ireland.

OR

4. Evidence that, within two years of their application date, they have successfully completed in Australia a foundation course or a senior secondary certificate of education or a substantial part of a Certificate IV or higher-level qualification, from the Australian Qualifications Framework.

OR

5. Completion of an ELICOS course exiting at the upper-intermediate level.

OR

6. Completion of a language, literacy and numeracy (LLN) test conducted by UIA.

If students do not meet English Language requirements, learners will be asked to take further language, literacy and numeracy training. UIA will provide recommendations to accredited language testing facilities.

*Acceptable equivalent tests are TOEFL IBT, TOEFL PBT, PTE Academic and Cambridge English Advanced (CAE).

Recognition of Prior Learning or Credit Transfer

Course related work, prior study and/or life experience relevant to this course may entitle you to subject credits or recognition.

Pre-Training Review (PTR) and Language, Literacy and Numeracy (LLN)

All students will be required to undergo a PTR to determine that they understand the course requirements; that the course suits the student's needs and aspirations; and that they have the skills and abilities to succeed in their chosen course. All students are required to understand and successfully complete an LLN test conducted by UIA. If students do not meet English and LLN requirements, they will be asked to take further language, literacy and numeracy training.

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