

# International Students

## BSB50215 Diploma of Business

CRICOS Code: 087207K

**General:** This qualification reflects the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

**Entry requirements:** Prospective students are required to complete the Pre-Training Interview form, to the satisfaction of ITHEA. You will also need to provide evidence of your English language proficiency. ITHEA will accept the following minimum English language test score:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

\*The TOEFL paper based test will only be accepted from limited countries

\*\*The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

The test must have been taken no more than two years before you apply for your student visa.

ITHEA may also consider any English Language tests taken in Australia.

**Pathways into the qualification:** Preferred pathways for candidates considering this qualification include: BSB40215 Certificate IV in Business or other relevant qualification/s OR with vocational experience in a range of work environments in senior support roles but without a qualification.

**Vocational or educational outcomes:** Students can go into a range of employment or further study options. Occupations may include Administration Manager, Executive Officer.

**Job outlook:** Please refer to the Australian Government Job Outlook site for job prospects for a Program Or Project Administrator. 126,600 persons were employed as Contract, Program and Project Administrators in 2015. Job openings over the next 5 years are expected to be greater than 50,000. Source: Department of Employment 2017.

**Assessment:** Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, activities and projects.

### Elective Units

Unit Code	Unit Descriptor
BSBADM502	Manage meetings
BSBADM506	Manage business document design and development
BSBHRM506	Manage recruitment selection and induction processes
BSBMGT517	Manage operational plan
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness

**Course duration:** 52 weeks full time including holidays and orientation

**Enrolment fee:** \$250 (non-refundable)

**Materials fee:** \$300

**Course Tuition fee:** \$9,700