

Local Students

BSB50215 Diploma of Business

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: Prospective students are required to complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

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.

Delivery and assessment: We offer students the flexibility of choosing between online learning or classroom delivery. 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: 1 year

This Training is delivered with Victorian and Commonwealth Government Funding. Eligibility criteria apply. People with disabilities are encouraged to apply.

