

BSB50215 Diploma of Business



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.

CRICOS Course Code: 088845E

Employment Pathways:

Program Consultant

Executive Officer

Program Manager

International Fees:

Tuition Fee: \$5,500

Administration Fee: \$300

Students are also required to purchase Overseas Student Health Cover (OSHC)

Entry Requirements:

Students must be over 18 years of age.

Student visa applicants are required to provide the results of an English language test. ASMI will accept test results from the following specified English language tests for student visa purposes taken in any country:

- The TOEFL Paper-Based Test (TOEFL PBT)
- Pearson Test of English (PTE) Academic
- Cambridge English: Advanced (CAE) test (also known as Certificate in Advanced English).

Students are required to reach a minimum level of English: IELTS 5.5 (with no individual band less than 5.0) or TOEFL 530 or ISLPR 2+. For further advice or assistance, please contact the International Student Manager.

It is preferable that students undertake SIT51915 Diploma of Leadership and Management before enrolling into Business, however it is not mandatory.

Core Units: This qualification has no core units.

Elective Units:

**8 elective units*

BSBADM502

Manage meetings

BSBADM504

Plan and implement administrative systems

BSBHRM506

Manage recruitment, selection and induction processes

BSBHRM513

Manage workforce planning

BSBADM506

Manage business document design and development

BSBRK501

Manage risk

BSBSUS501

Develop workplace policy and procedures for sustainability

BSBPMG522

Undertake project work

ELECTIVE UNIT SELECTION MAY BE CONTEXTUALISED TO SUIT BUSINESS REQUIREMENTS

Classroom

Duration	Delivery Mode	Assessment Methods	Location
6 months (full time)	Face to Face	Written assessment	Brisbane
<i>Includes scheduled tutorials / assignment resits</i>	Theory (online delivery)	Portfolio of evidence	Sydney
		Practical observation	

Materials Required:

Students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases. Face to face students must have their own laptop or tablet.

Educational Pathways:

After successful completion of this qualification, students may gain access to higher level qualifications in the Business Services Training Package or University programs.

ASMI has some affiliations with local universities in the higher education sector. Students who successfully complete their qualification(s) with ASMI may be able to articulate directly into a pre-arranged pathway (Please note: further study is subject to visa requirements).

Course Credits:

Students may seek to have a unit(s) of competency formally recognised by transfer credit or recognition of prior learning. Duration of study may be affected where credit(s) are obtained and may affect your student visa.

Contact Us:

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