

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.

EMPLOYMENT PATHWAYS

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Program or Project Manager, Consultant.

EDUCATIONAL PATHWAYS

After successful completion of this qualification, students may have the opportunity to progress into BSB51915 Diploma of Leadership and Management.

MATERIALS REQUIRED

Students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases.

COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be acquired through Credit Transfer or Recognition of Prior Learning (RPL).

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.

DELIVERY MODELS

Classroom Based - offered in Brisbane and Sydney, combination of classroom and online delivery (combination of training and assessment delivery methods, including written assessment, portfolio of evidence and practical observation), 26 weeks full time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website asmitraining.edu.au.

FEES AND FUNDING ARRANGEMENTS

Classroom Based (Fee for Service):

Option 1 (26 weeks stand alone): Administration Fee: \$100.00, Resource Fees: \$200.00, Tuition Fees: \$3,470.00

Option 2 (78 weeks Diploma in Business, Diploma in Leadership and Management): Administration Fee: \$100.00, Resource Fees: \$400.00, Tuition Fees: \$9,600.00

CORE UNITS

This qualification has no core units.

ELECTIVE UNITS

Students must successfully complete 8 elective units of competency in order to achieve this qualification:

- BSBADM502 Manage meetings
- BSBADM504 Plan and implement administrative systems
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM513 Manage workforce planning
- BSBMGT516 Facilitate continuous improvement
- BSBRISK501 Manage risk
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBWOR501 Manage personal work priorities and professional development

CONTEXTUALISATION

Elective unit selection may be contextualised to business requirements. All electives chosen must contribute to a valid, industry-supported vocational outcome.

CONTACT US

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