



BSB50215 Diploma of Business (Release 4)

CRICOS Course Code: 102429M

Course Brochure

To be read with the Student Handbook

NOTE: This course has been superseded and will not be offered to new students. Do not issue to students.

Qualification Description

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.

Target Group

The international students for this course are existing workers in business with existing business skills and knowledge, seeking a career in business at a management level with responsibility for the work performed by others.

Training Location

600 Olive St Albury NSW 2640

Level 5, 71 Northbourne Avenue, Canberra, 2601.

Volume of Learning

Heritage School of Business offer this qualification over 52 weeks including holidays.

Course Entry Requirements and Pre-Requisites

Heritage School of Business requires that all students meet the following requirements:

- Be at least 18 years old;
- Successful completion of Year 12 or its equivalent;
- Successful completion of an AQF Level 3 qualification or above in the past three (3) years;
- Commit to undertake 20 contact hours with the college per week;
- International students must have a minimum IELTS overall score of 5.5 or equivalent; and
- Successfully complete the pre-enrolment interview.

Course Outcomes

Course Outcomes	
Communication	<ul style="list-style-type: none"> conducting research to collect and analyse information in a range of reports consulting with others to develop a range of plans and reports liaising with stakeholders and promoting participative workplace arrangements
Teamwork	<ul style="list-style-type: none"> contributing to the development of other team members providing feedback on team performance to colleagues and managers
Problem-solving	<ul style="list-style-type: none"> applying risk management processes to business operations assessing financial viability of new opportunities and matching organisational capability with market needs negotiating solutions to new and emerging issues
Initiative and enterprise	<ul style="list-style-type: none"> encouraging creative and innovative workplace solutions identifying new and emerging opportunities for the business and developing strategies to capitalise on them managing, fostering and facilitating change
Planning and organising	<ul style="list-style-type: none"> developing systems that are flexible and responsive to changing circumstances planning for contingencies and performance of staff and systems
Self-management	<ul style="list-style-type: none"> dealing with contingencies managing own time and priorities taking responsibility as required by job role and ensuring organisational policies and procedures are adhered to
Learning	<ul style="list-style-type: none"> assisting others to acquire new knowledge and skills to improve team and individual performance
Technology	<ul style="list-style-type: none"> using electronic communication devices and processes, such as internet, intranet and email to produce written correspondence and reports using technology to assist the management of information and to assist the planning process

Pathways

Students obtaining a competency for all units in this course will be awarded the full qualification *BSB50215 Diploma of Business*. Students not obtaining a competent result for all units in this course will receive a Statement of Attainment for those assessed units.

Post-graduate employment pathways for students completing this qualification include possible job titles such as:

- Business manager;
- Team leader;
- Program consultant;
- Program coordinator.

Post-graduate education pathways include *BSB60215 Advanced Diploma of Business* or a range of other Advanced Diploma qualifications.

Legislation, Regulations and Licensing

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

Pre-Enrolment Interview

The pre-enrolment interview for students is conducted to assess the suitability of potential students for this course and to ensure the student is aware of all necessary details of the course and college. Pre enrolment interviews may be conducted by the international agent on behalf of Heritage School of Business to assess the eligibility of the student. The full list of authorised representatives for Heritage School of Business in the recruitment of international students can be found on our website. Students must be made aware and follow all of Australia Visa requirements as well as Heritage School of Business' course requirements.

Identifying Student Needs

Once the student has successfully completed the pre-enrolment interview, the student then moves to a formal enrolment interview. Heritage School of Business ensures that an applicant satisfactorily completes a formal, enrolment interview process to assess their suitability of enrolling into the course. This interview process ensures that each applicant:

- has been provided with a course brochure to ensure that they make an informed choice of enrolling with Heritage School of Business;
- has been assessed for their English suitability to enrol in this course. All students will be required to undertake an LLN Assessment as part of this process.

Student needs

Student needs are declared by the applicant at the time of enrolment: the application form allows the applicant to self-declare where they have learning needs.

During consultation, it may be identified that students could have needs related to:

- Relevant prior training and/or employment
- Little or no understanding of the industry group that the training targets
- Learning styles may vary within one group
- Physical or intellectual disabilities, which may affect training
- Language, literacy and numeracy levels may not meet the requirements of the training
- Location of training may affect attendance
- Cultural or ethnic background of students and/or trainer
- Socio-economic factors

Where language, literacy and numeracy are in question, Heritage School of Business has a language, literacy and numeracy assessment they may undertake to confirm their level of language, literacy and numeracy skills and to identify any support needs.

The student needs identified above will be assessed and monitored before, during and after training to ensure that the student's needs are being met.

Educational & Support Services

All staff at Heritage School of Business including contracted trainers/assessors act as student support officers and are able to refer students to appropriate external support providers as appropriate. Heritage School of Business has a range of support options available for its students to ensure they progress through the program in a confident way, feeling supported at every step of their learning with us. The support services extended to our students are, but not limited to:

- administrative support
- learning support
- language, literacy and numeracy support;
- work placement support
- reasonable adjustment / disability support;

- Employment search support;
- Emergency and health services;
- Services overseas students can access for information on their employment rights and conditions;
- Support services available to assist overseas students with general or personal circumstances that are adversely affecting their education.

Learning Support includes provision of study skills, literacy and numeracy support in class and/or referral to other sources of support including external counselling services and external disability liaison officer. Students who identify a need for additional support in any aspect of learning and assessment may meet with their trainer and assessor to develop specific learning strategies. Individuals who require additional help with Language, Literacy and Numeracy LLN can also access information by calling the Reading Writing Hotline on 1300 655 506 or refer to their website on <https://www.readingwritinghotline.edu.au/>.

Learning Resources

Staff and students have access to:

- Learning resources (supplied to each student);
- Library and internet access;
- Learning and assessment material and tools (supplied to all trainers/assessors) including PowerPoint presentations and session plans;
- Computer resources;
- Office equipment such as whiteboard, screens, tables and chairs.

Human Resources

Heritage School of Business engages skilled and experienced Trainers and Assessors for this course. All Trainers and Assessors require appropriate qualifications and experience in business.

Course Delivery Mode: Blended.

Delivery Process

When first attending the college, all students undergo an induction training. Students attend the college for the prescribed number of hours for their allocated days of the week and receive training using resources that are online. Throughout the training program, students are provided with training and resource materials that contain various worksheets, handouts, additional reading materials and the assessment tasks.

The student uses these resources as directed within the training delivery period and may supplement that material with text book materials and internet information. Learning is scaled to ensure that subsequent course contents is built upon the knowledge already acquired. The college uses a range of eLearning strategies to deliver this course to students, including the use of Google Hangouts for virtual classroom sessions when required. Students can access the learning and assessment resources through the Learning Management System Moodle.

Students complete learning activities in class to prepare them for the summative assessments that follow at prescribed intervals as listed in the delivery timetable.

Students must demonstrate that they have the required knowledge and then undertake the written assessment; once they have satisfactorily completed the written assessment, they are required to demonstrate their practical skills in a simulated environment.

Units of competency

Consistent with the qualification packaging rules, there are a total of 8 electives units as listed below for this qualification.

	Code	Title	Unit Type
1	BSBADM502	Manage meetings	Elective
2	BSBHRM506	Manage recruitment, selection and induction processes	Elective
3	BSBHRM513	Manage workforce planning	Elective
4	BSBRISK501	Manage risk	Elective
5	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
6	BSBWHS501	Ensure a safe workplace	Elective
7	BSBWOR501	Manage personal work priorities and professional development	Elective
8	BSBWOR502	Lead and manage team effectiveness	Elective

Delivery Timetable

Heritage School of Business has carefully considered the knowledge and skills required for each unit of competency to be delivered and assessed within each qualification as part of this course. As part of our considerations and, based on the identification of common or related knowledge and skills within the unit, the timetable ensures that the students are able to develop their own understanding of the concepts in a holistic way.

Students are required to undertake unsupervised and unstructured study for this course. This is done outside of class time. This time has allocated for students to research and study concepts discussed in class in their own time. At the Diploma level, students are expected to undertake significant research for this course. The college has allocated 5 hours per week for this.

Students are required to maintain 20 contact hours with the college each week. Some assessment tasks must be completed during these contact hours. **The contact hours minus the assessments completed in class equal the training hours as listed in the timetable below.**

The contact hours across both locations include:

- Thursday: 9am-5pm (45 mins break)
- Friday 9am-5pm (45 mins break)
- Saturday 9am-3pm (30 mins break)

Delivery Methods

Training is delivered according to the session plans as prescribed by the CEO and varied from time to time.

Timetable

Weeks	Unit Code	Unit Title	Training hours	Assessment Hours	Unsupervised hours	Assessment due week
1-5	BSBADM502	Manage meetings	96	8	25	6
6-10	BSBHRM506	Manage recruitment, selection and induction processes	98	15	25	11
11-14		Break	0	0	0	
15-19	BSBHRM513	Manage workforce planning	96	15	25	20
20-24	BSBRSK501	Manage risk	96	12	25	25
25-28		Break	0	0	0	
29-33	BSBSUS501	Develop workplace policy and procedures for sustainability	98	10	25	34
34-38	BSBWHS501	Ensure a safe workplace	98	12	25	39
39-42		Break	0	0	0	
43-47	BSBWOR501	Manage personal work priorities and professional development	98	15	25	48
48-52-	BSBWOR502	Lead and manage team effectiveness	98	12	25	52
		Total hours	778	103	200	

Modes of Assessment

Heritage School of Business will utilise the following modes of assessment to determine student competency:

- Written answers to questions; and
- Demonstration of skills in a simulated business including projects, scenarios, case studies and meetings.

Assessment Process

The assessment methods used take into account the methods as specified in the respective training package requirement and assessment tools. Each student will be deemed “Competent” or “Not Yet Competent” in each unit based on the outcomes of the assessments where an assessor has gathered sufficient evidence of student’s performance to make a judgement of competence. Evidence of competence includes the assessment of essential knowledge and the associated skills, including work performance.

Each student is provided an online Assessment Cover Sheet which details the information about the assessment.

Each Assessor is provided an online Assessor Guide which provides benchmark / suggested answers to the assessments. This is to assist in a consistent application of marking/judgement of competence principles by the relevant assessors.

Context of Assessment

Assessments will be conducted in a simulated workplace where students will have access to appropriate equipment and resources, organisational and any legislative/regulatory/licensing documentation and any work samples, templates, forms and any other required workplace resource that will enable the student to undertake workplace tasks.

Summative assessments cover learning that has occurred over a period of time and are written to allow students to answer questions and perform tasks in the context of the simulated environment. A competency determination is made after evidence is gathered, based on practical application of skills and/or knowledge.

Summative Written Assessments

Students will have access to their written notes and the amount of time allowed is listed on the assessment tool. Student written assessments must be deemed satisfactory before moving to the practical tasks for this course. Student answers are marked according to the benchmark answers/schema provided in the assessor marking guide.

Summative Practical Assessments

Students are assessed in a simulated business. Students will not have access to any form of notes. The simulated environment will have all the necessary resources to demonstrate practical skills. This may be through case studies, scenarios, projects and meetings.

Credit and Recognition Process

At Heritage School of Business, students can have their competency from prior learning and work experience recognised in this qualification through the following arrangements:

- Recognition in the form of RPL and Credit Transfer are offered to students prior to enrolment.
- Students who have successfully completed previous training and who have achieved relevant unit will be eligible for credit transfer.

The aim of granting recognition is to reduce the amount of learning required to achieve a qualification or accredited course by acknowledging an individual's skills and knowledge acquired through formal and informal learning.

Heritage School of Business provides each student with an RPL kit and related documentation that explain the entire process. RPL information is also contained in the Student Handbook available on the institute's website.

Course Fees:

Enrolment fee: \$200 (non-refundable)

Tuition fee: \$11,800

Total course cost: \$12,000