

DIPLOMA OF BUSINESS - BSB50215 COURSE INFORMATION

National Module Code	Competency Title
Units	
BSBR501	Manage risk
BSBAD502	Manage meetings
BSBAD504	Plan and implement administrative systems
BSBW501	Manage personal work priorities and professional development
BSBHR506	Manage recruitment, selection and induction processes
BSBPM522	Undertake project work
BSBMGT516	Facilitate Continuous Improvement
BSBCUS501	Manage Customer Service

Course Structure (*sample only*)

There are a total of eight (8) units of competency in the Diploma of Business. The above table is a sample of the units that can make up the qualification. Please refer to the List of Units and discuss with an Infront Training facilitator to make your final selection.

Infront Training (national Provider Number 31137) is an Australian Registered Training Organisation (RTO). Our first registration was in 2004 and currently we are registered with Australian Skills Quality Authority (ASQA) until February 2020.



Successful students will be awarded the Diploma of Business BSB50215 aligned to Nationally Recognised Training of the Australian Qualifications Framework (AQF).

Who should enrol?

There are no specific entry requirements but we encourage you to talk with our facilitator to confirm your experience to successfully enrol and complete this qualification.

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to and/or review business practices. Entry vocational skills reflect those currently 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.

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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.

Job Roles on Completion that could be relevant to this qualification include Executive Officer; Program Coordinator; Program Manager or Small Business Owner. This qualification combines theoretical and business skills in a wide range of business functions.

Course Features & Advantages

- Nationally accredited Diploma level qualification with eight (8) units of competency (subjects/modules).
- Provides a pathway to achievement of an Advanced Diploma and then a Bachelor degree from a recognised University.
- The recommended time to complete this course through Infront Training Pty Ltd is a minimum of 12 months.
- Scheduled individual contact sessions to maintain progress.
- Individualised study/training plan can be developed to assist a candidate to schedule their study and assessments.
- Highly qualified and experienced facilitators appointed to the individual student or group.
- Workbased projects recommended where possible so that you work and study with the transferring of the knowledge and skills into current workplace situations.
- Feedback provided that is constructive.
- Opportunity for Recognition of Prior Learning.
- Learning resources accessed via Infront Training eLearning student portal.
- Learning resources developed by Infront Training and deliver efficient and effective information to promote your understanding.

Benefits for you

- Linking of the qualification to your career path.
- Fast track your University pathway.
- Save time and money with University pathway.
- Access to only experienced facilitator/educator/business professional.
- Facilitator will be located within Australia.
- 24/7 study time and access to information.
- Maintain your work/study/life balance.
- Demonstrate your knowledge and skills in the workplace.
- Immediate transfer of your learnings to the workplace.
- Access to additional resources.
- Infront Training has been a Registered Training Organisation (RTO) since 2004.

Fees & Charges

The course fee for fee-for-service/private students is \$5500.00. Fees may be paid in instalments.

If Infront Training or a teacher or learning material resource does refer to additional textbook/s then it is the student's decision whether to purchase at their

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own expense. The non-purchase of additional resources will not prevent the student from completing their studies.

Course Commencement

Once the fully completed enrolment application form and relevant fees paid, Infront Training will process your enrolment. Infront Training Pty Ltd will assist you with your individual training plan; contact details of the teacher/facilitator allocated to you and how to access the student e-learning portal from our website.

Course Delivery & Assessment

Delivery is by self-paced distance education. Depending on your location, onsite visits may be scheduled to assist you.

Assessment evidence may be gathered through structured activities; completing relevant workplace projects; questioning either written or oral; providing a portfolio of workplace documents; demonstration and recognition of prior learning (RPL)/Recognition assessment (RA).

Infront Training Pty Ltd recognises the skills and knowledge that you may have gained through previous studies, work and life experiences. If you feel that RPL is appropriate for all or some of the Units within the qualification you should indicate on your enrolment form. A facilitator will contact you to discuss further.

Enquiries & further information

Email info@infront-training.com.au

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