

BSB50120 Diploma of Business (108612H)



QUALIFIED TRAINERS
EFFECTIVE STUDENT SUPPORT
LEADERSHIP AND MANAGEMENT
SMALL CLASS SIZE
COMPETITIVE FEES

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International Students

Academic Requirements:

Completion of Year 12 certificate (or equivalent in-home country) or higher level qualification.
English Requirements:

Prospective learners who are exempt from the English Test requirement must undertake English Placement Test conducted by VCI. The English Placement Test will be conducted at the VCI premises under the observation of an officer of the provider. In case, student is overseas English Placement Test will be conducted at agent's office under the supervision of the Agent or its nominated officer.

Prospective learners who are not exempt from the English Test requirement must have taken any of the following test types and achieved the minimum score in the last three (3) years.

Test Type	Score or level	Minimum score and at least 10 weeks ELICOS	Minimum score and at least 20 weeks ELICOS
International English Language Testing System (IELTS)	6.0	5	4.5
TOEFL internet-based test	60	35	32
Cambridge English: Advanced (Certificate in Advanced English)	169	154	147
Pearson Test of English Academic (PTE Academic)	46	36	30
Occupational English Test	B for each test component	N/A	N/A

*ELICOS – English Language Intensive Courses for Overseas Students

You are not required to provide evidence of English language requirement if one of the following applies to you:

- you are a citizen and hold a passport from UK*, USA, Canada, NZ or Republic of Ireland
- you are an applicant who is a Foreign Affairs or, Defence sponsored student or a Secondary Exchange student (AASES)
- you are enrolled in a principal course of study that is a registered school course, a standalone English Language Intensive Course for Overseas Students (ELICOS), a course registered to be delivered in a language other than English, or a registered post-graduate research course
- you have completed at least 5 years' study in English in one or more of the following countries: Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
- in the 2 years before applying for enrolment, you completed, in Australia and in the English language, either the Senior

Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.

LLN Requirements:

All students will be required to undertake, and satisfactorily complete VCI' LLN Test conducted by a qualified assessor which includes a written test and interview to complete the verbal component of the test. The test will be completed on the day of Orientation at the VCI campus. A student support officer will schedule a time between the students and the assessor to conduct this test.

The purpose of the test is to determine whether the student requires any additional support in order to complete the course successfully. Further, this helps VCI identify if we can provide the students the level of support they require prior to commencement or if they will need to seek assistance from external agencies.

For learners that do not have the required LLN levels, they will be provided additional support or provided external options for accessing further training and support during the enrolment in the course. This will be in accordance with VCI's student support policy and procedures.

The following table outlines the expected entry ACSF levels for each of the core foundation skills – Learning, Writing, Oral communication, Reading and Numeracy

Core Skill	Expected Entry Level
Oral Communication	Level 4
Learning	Level 4
Writing	Level 4
Reading	Level 5
Numeracy	Level 4

Expected entry levels are the minimum levels at which a student is expected to be at upon entry into the course. Students may have higher level skills which is fine. If a student is identified to not meet the minimum entry levels in any of the course skills, and where the assessor deems that VCI is able to provide additional support and has the appropriate mechanisms in place to support the student in development of the skill, then the learner can be accepted into this course. A learner strategy will be required to be put in place for the student.

them to a preparatory foundation skills course first prior to enrolling them into this program..

Further information about LLN test and student support is included in the LLN Assessment Pack and the Student Support policy and procedures.

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COURSE DESCRIPTION

This course provides students with skills and knowledge required to perform effectively in business environment as a team leader or first line supervisor managing a workplace. It equips students with both a range of specific business skills and broader capabilities such as communication, problem solving and self-management. It is designed for students who are aspiring to be team leaders in medium and large organisations across all industry sectors. It is also suitable for practising team leaders seeking to formalise their skills

STUDY PATHWAY AND CAREER OPPORTUNITIES

After successful completion of:

- BSB60120 Advanced Diploma of Business or a range of other Advanced Diploma Qualifications

Learners may complete individual units of competency and receive a statement of attainments for that unit

Job roles and titles

- Customer Service Manager
- Office Supervisor
- Business Manager
- Human Resources Manager
- Marketing Manager

ASSESSMENT

All units of competence will be assessed using a selection of tools:

- Portfolio
- Observation
- Report
- Written Assessment
- Practical demonstration / Role Play
- Presentations / Meetings / Discussions
- Verbal Questions and Answers

RECOGNITION OF PRIOR LEARNING

RPL is the assessment process for recognizing competencies gained through previous learning, work, and life experiences. Students who have completed any of the subjects or have practical experience that can be used for RPL, can contact VCI prior to enrolment. In order to be granted RPL, candidates are required to provide evidence that they are already competent in the specific subject/subjects and these evidences should be valid, authentic, current and sufficient.

Note:

- *Please familiarise yourself with Vocational Careers Institute's Refund Policy
- **The Resource Fee ensures students receive printed notes, learning material & access to Wi-Fi for the duration of their course

COURSE DURATION/MODE/*FEE

Full Time: 52 weeks (including 8 weeks Holidays)

- Face-to-face classroom-based learning and work based
- Tuition Fees: AUD 9,500.00
- Enrolment Fee: AUD 300.00
- **Resource Fee: AUD 300.00

COURSE STRUCTURE/UNITS OF COMPETENCY

The Diploma of Business requires the successful completion of 12 units of competency.

Code	Title	Core/Elective
BSBCRT511	Develop critical thinking in others	Core
BSBFIN501	Manage budgets and financial plans	Core
BSBOPS501	Manage business resources	Core
BSBSUS511	Develop workplace policies and procedures for sustainability	Core
BSBXCM501	Lead communication in the workplace	Core
BSBLDR522	Manage people performance	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBLDR521	Lead the development of diverse workforces	Elective
BSBMKG541	Identify and evaluate marketing opportunities	Elective
BSBTWK503	Manage meetings	Elective
BSBOPS504	Manage business risk	Elective

PAYMENT OPTION

Payment Options

If you wish to accept the offer, you need to sign the Acceptance of Offer form together with the minimum payment of fees. You can use the following payment methods:

- Cash or EFTPOS in person at VCI's campus
- Credit Card (Visa or MasterCard) via PayPal on the student invoice

We accept credit card payments (Visa or MasterCard only) and a 2% surcharge will be added to the total amount. You can download our Credit Card Authorisation form [HERE](#)

Bank draft or money order payable to "Vocational Careers Institute" and send to VCI's campus (all bank drafts must be in \$AUD Australian dollars to an Australian bank)

Electronic Bank transfer (Telegraphic Transfer) from an overseas bank account

Bank Account Details:

Name of Bank:	Commonwealth Bank
BSB	064 000
Account	1452 5599
Swift Code	CTBAAU2S
Branch Address:	240 Queen Street Brisbane City 4000

More details are available in student handbook which can be downloaded from our website at vocareersinstitute.edu.au

Education *Redefined*

Vocational Careers Institute

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CRICOS Code: 03502J