



The Canberra Training School Pty Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

BSB50215 DIPLOMA OF BUSINESS COURSE INFORMATION

COURSE INFORMATION	
RTO Name	Canberra Business and Technology College (CBTC)
RTO Code	40882
CRICOS Code	03465J
Training package	BSB Business Services Training Package
Qualification	BSB50215 Diploma of Business
CRICOS Course Code	089835K
Units of Competency	Total: 8 elective units (This qualification has no CORE units)
Qualification details/ Course overview	<p>This qualification would apply to individuals with various job titles including executive officers, program consultants and program coordinators.</p> <p>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.</p> <p>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.</p>
Job roles	<ul style="list-style-type: none">• Manager• Supervisor• Coordinator• Consultant• Team leader
Pathways into the qualification	<p>No specific pathway, however Certificate IV in Business or similar recommended.</p> <p>Please also refer to CBTC Entry Requirements below.</p>



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<p>Pathways from the qualification</p>	<ul style="list-style-type: none"> BSB60215 Advanced Diploma of Business or other Advanced Diploma qualifications. <p style="text-align: center;">Business / Administration Pathway</p> <div style="text-align: center;"> </div>
<p>Entry requirements</p>	<ul style="list-style-type: none"> ▪ Domestic students <ul style="list-style-type: none"> ○ Age 18+ ○ Completed high school, or equivalent ▪ International students <ul style="list-style-type: none"> ○ <u>Age:</u> 18+ ○ <u>English language requirements:</u> IELTS 5.5 or equivalent; or pass CBTC English test; or successful completion of any other Certificate IV or higher level course in Australia; ○ <u>Educational requirements:</u> Completion of Year 12 or equivalent or higher ○ <u>Work experience:</u> Not required
<p>Qualification and recognition</p>	<p>Students who successfully complete this qualification will be awarded the nationally recognised BSB50215 Diploma of Business</p>



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Program/ Course Content

This program requires the completion of 8 units of competency

Total: 8 Elective units

	Code	Unit of Competency	
1	BSBADM502	Manage meetings	Elective
2	BSBADV507	Develop a Media Plan	Elective
3	BSBHRM501	Manage Human Resource Services	Elective
4	BSBHRM509	Manage Rehabilitation or Return to Work Programs	Elective
5	BSBHRM513	Manage Workforce Planning	Elective
6	BSBMGT403	Implement Continuous Improvement	Elective
7	BSBRISK501	Manage Risk	Elective
8	BSBWOR501	Manage Personal Work Priorities and Professional Development	Elective

Electives may be changed at any stage

Learning outcomes

- Manage meetings
- Manage administration and human resources
- Manage work priorities and professional development
- Manage risk within the business

Mode of delivery

- Classroom based 20 hours per week

Program delivery details

Delivery location: 75 Gozzard St, Gungahlin ACT 2912, Australia
Number of study weeks: 36
Holiday weeks: Up to 16 weeks
Total course duration: 52 weeks
Number of hours per week: 20 hours
Class timetable: Classes may be held between 8:30am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables during orientation.



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	<p>Sample timetable</p> <table border="1"> <thead> <tr> <th>9-week term</th> <th>9:00-11:00am</th> <th>11:05am-1:00pm</th> <th>1:30-3:30pm</th> <th>3:35-pm-5:30pm</th> </tr> </thead> <tbody> <tr> <td>Monday (8 hours)</td> <td>Manage risk</td> <td>Manage risk</td> <td>Manage risk</td> <td>Manage risk</td> </tr> <tr> <td>Tuesday (8 hours)</td> <td>Manage meetings</td> <td>Manage meetings</td> <td>Manage meetings</td> <td>Manage meetings</td> </tr> <tr> <td>Wednesday (4 hours)</td> <td>Manage risk</td> <td>Manage meetings</td> <td></td> <td></td> </tr> </tbody> </table>	9-week term	9:00-11:00am	11:05am-1:00pm	1:30-3:30pm	3:35-pm-5:30pm	Monday (8 hours)	Manage risk	Manage risk	Manage risk	Manage risk	Tuesday (8 hours)	Manage meetings	Manage meetings	Manage meetings	Manage meetings	Wednesday (4 hours)	Manage risk	Manage meetings		
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Recognition of Prior Learning (RPL)/ Credit Transfer	Students can apply for RPL/ Credit transfer based on prior work experience and/or education/training. Please note that the course duration may be reduced if RPL/ Credits are granted and the 'Confirmation of Enrolment' will be adjusted accordingly.																				
Teaching/learning resources	<p>Students will have access to the following course materials:</p> <ol style="list-style-type: none"> 1. Study Guides 2. Assessment packs 3. Power-point presentations 4. Online course content 5. Computers 6. Internet access 7. Links to external resources 8. Overhead projectors 9. Library resources 																				
Assessment methods	<p>Assessments/ Evidence-gathering techniques <u>may</u> include:</p> <p>A. Role Play / Video recordings/ Presentation / Discussion Forums B. Oral – Questioning C. Case study D. Written assessments/Report/Essay/Research/Group Project</p> <p>Students may be required to submit video presentations to authenticate some of their practical work. They may also be required to participate in an oral interview at their course end of the course.</p>																				
Nominal training hours	720 hours																				
Term Dates	Please refer to CBTC Term Dates																				
Fees	Please refer to CBTC Fee Schedule																				