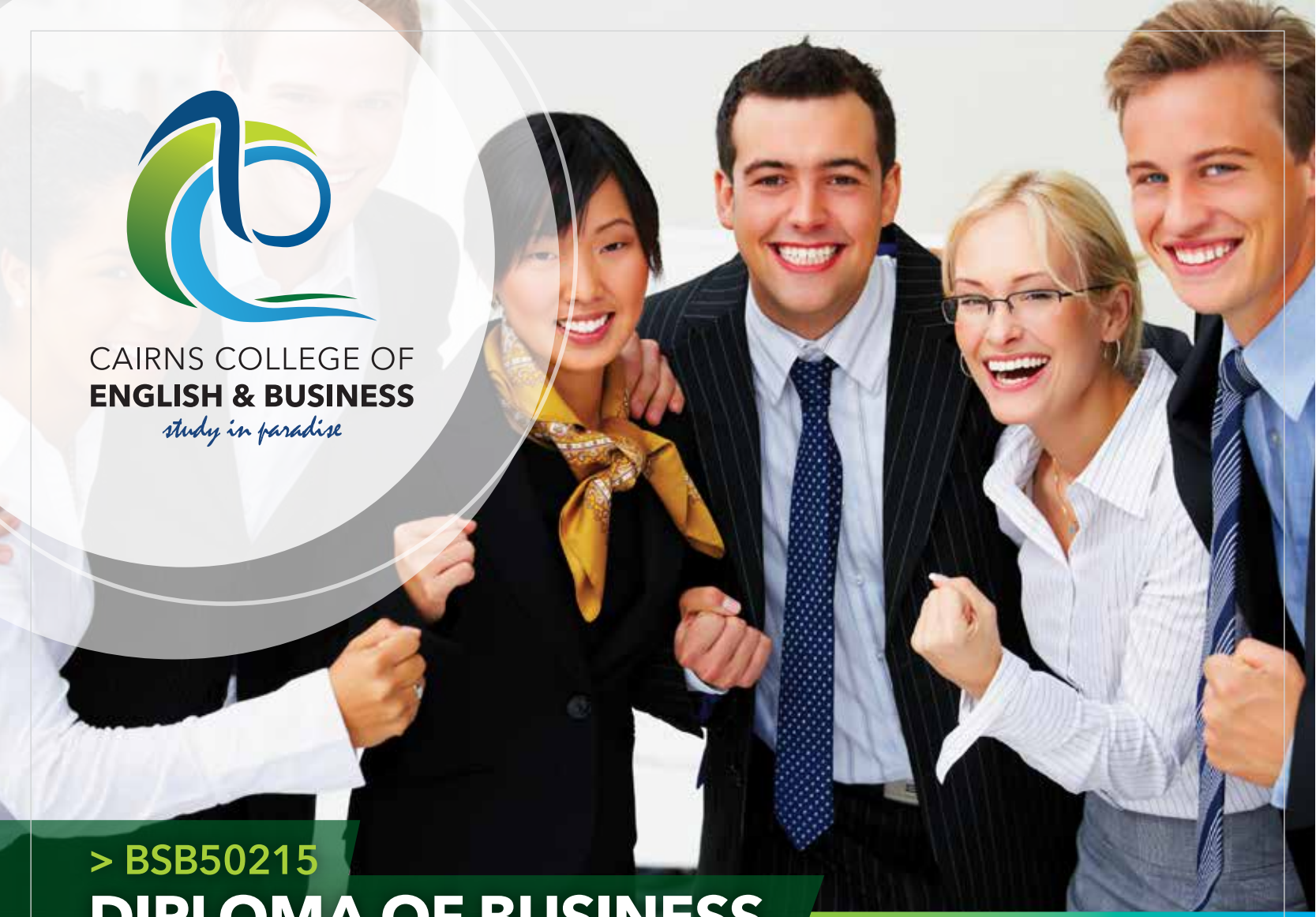




CAIRNS COLLEGE OF
ENGLISH & BUSINESS
study in paradise



> **BSB50215**

DIPLOMA OF BUSINESS

CRICOS: 089115J / Suitable for students on a student visa

§ Course information

International students wishing to acquire the knowledge and skills in business or further develop their skills across a wide range of business functions. Individuals who may possess substantial business experience and seek to further develop their skills or who have little or no vocational experience and wish to create further educational and employment opportunities.

§ Timetable (subject to change)

- Wednesday 8:30 - 12:30
- Thursday 8:30 - 5:00
- Friday 8:30 - 5:00.

§ Start dates - 2016

- 1st February
- 25th April
- 18th July
- 10th October

§ Course overview (8 Elective Units)

BSBPMG522	Undertake project work
BSBHRM501	Manage human resources services
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM513	Manage workforce planning
BSBWOR502	Lead and manage team effectiveness
BSBCUS501	Manage quality customer service
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development

§ Career opportunities

- Project officer
- Executive officers
- Program consultants
- Program coordinators
- Small-business manager
- Shop manager

§ Tuition fee: \$4,250

§ Academic Entry Requirements

Domestic or international students must have successfully completed a Higher School Certificate or Vocational qualification at a Certificate III level or equivalent.

§ English Language Entry Requirements

To gain entry into a VET course at Cairns College of English, you will need to demonstrate that you have met the required English language proficiency. Entry into the program requires an English level equivalent to IELTS 5.5 or Upper Intermediate at Cairns College of English. Those who do not meet the English requirements can be referred to our English language department to complete intensive courses in English prior to commencing their award course.

§ Resources

Students are issued with learning materials and handouts relevant to each unit.



§ Course Length

460 nominal hours. The course is delivered over 20 weeks (excluding holiday breaks). Students are expected to complete an average of 20 hours per week.

§ Course Delivery

This course is delivered in face-to-face workshops with flexible learning options available. Learning is supported by independent research and a range of practical activities.

§ Recognition of Prior Learning (RPL)

All participants shall have access to and can apply for RPL by gaining competency on the basis of existing skills and knowledge in any or all of the units in this qualification. You may have gained this knowledge through formal courses, or perhaps through work and life experiences. These are measured against your chosen course of study and you may be granted credits or exemptions from some parts of your studies. RPL is an evidentiary process and you will be required to submit a portfolio of evidence.

§ Accreditation

This qualification is taken from the Business Services Training Package and is placed at level 5 on the Australian Qualifications Framework (AQF).

§ Assessment

A range of assessments are employed for this training program and the choice of assessment is dependent on the nature of the unit of competency. Assessments include demonstrations, observation, projects, presentations, knowledge tests, reports and interviews.

§ Credit Transfer

Units from this qualification that are also contained in other qualifications recognised under the AQF will be recognised for credit transfer purposes.

§ Exit Points

A student may exit from this qualification at any time with a Statement of Attainment for any units of competency completed successfully up to that point.



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