



ABBEY COLLEGE
AUSTRALIA

QCDBSB50207
V 11.08.11

COURSE DESCRIPTION

COURSE NAME: Diploma of Business **NATIONAL CODE:** BSB50207 **CRICOS CODE:** 071538M

GENERAL DESCRIPTION

The BSB50207 Diploma of Business addresses skills and knowledge required of individuals in roles that usually involve service delivery at an advanced skill level and may also have responsibility for the supervision of other staff and volunteers.

This qualification reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions. This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

The course is comprised of 8 units of competencies.

ACCREDITATION

This is a nationally accredited course from the BSB07 Business Services Training Package.

TARGET GROUP

The main target group for this qualification is potential new entrants to the industry who require skills in the business sector.

This group may include local students, school leavers, unemployed workers, and recent migrants, those wishing to enter a different industry sector and require skills in business relevant areas. It is expected that they will generally be from 18 to 50 years of age.

CAREER OPPORTUNITIES

Students successfully finishing the Diploma course may gain employment in the business industry.

Examples of indicative job roles include:

- Executive Officer
- Program Consultant
- Program Coordinator

ARTICULATION

- After achieving the BSB50207 Diploma of Business, candidates may undertake the BSB60207 Advanced Diploma of Business, or a range of other Advanced Diploma qualifications.
- Formal credit transfer may be negotiated into relevant courses at an Australian University.

COURSE PRE-REQUISITES

LANGUAGE

For applicants for whom English is a second language:

- IELTS 5.5 or equivalent
- OR have successfully completed Abbey College Australia's Intermediate and Upper Intermediate course (CRICOS Code: 057388D).
- (for local students only) demonstrate vocational proficiency through an entry test

ACADEMIC

Applicants must have:

- satisfactorily completed the BSB40207 Certificate IV in Business or its equivalent

It is expected that all students will be able to use basic functions of MS Office software (Word, Excel, Powerpoint) and have basic computing skills including email and internet research.

MINIMUM AGE

All Applicants must be 18 years old or above to apply for this course.

TEACHING METHODS

This course will be delivered using a combination of lectures, handouts, tutorials and practical exercises. Participants will receive a workbook for each unit of competency. Students are required to complete some of the activities in their own time.

ASSESSMENT METHODS

Assessments will include assignments, written tests, practical activities, portfolio and verbal presentations.

COURSE DELIVERY LOCATION

Level 2 and 6, 770 George Street, Sydney
Level 3, 591 George Street, Sydney

FACILITIES

Twelve large classrooms with both lecture and discussion configurations and audio-visual presentation equipment



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Two Computer Laboratories with 60 networked computers with internet and printer access. Internet accessed and other computer-based training tutorials.
Individual student workbooks for all units of study.

SUBMISSION FEE:	AUD \$180.00
TUITION:	AUD \$7,000.00
WORKBOOKS:	AUD \$200.00
TEXTBOOKS:	AUD \$ 79.95 MANAGEMENT - THEORY AND PRACTICE 4 TH EDITION KRIS COLE, PEARSON EDUCATION, ISBN 1-74103-241-5

There are several reference books for this course. Students must purchase their own book or access these books from the Abbey College Library.

COURSE DURATION	6 MONTHS
CONTACT HOURS:	20 hrs per week

ENROLMENT PROCEDURE abbeycollege.com.au
Please refer to "QPR020i - Enrolment Procedure for International Students" available on our website

RECOGNITION OF PRIOR LEARNING abbeycollege.com.au
Learners can obtain advanced standing in the training program on the basis of evidence provided for the targeted competencies. Methods of assessing these competencies, for which recognition is sought, will follow Abbey College's assessment guidelines.

- Please Note: abbeycollege.com.au
- Payment of RPL assessment fee
 - RPL application must be submitted with the enrolment form prior to enrolment.
 - RPL will only be granted before the start of the course.

Subject to RPL assessment outcomes, Abbey College Australia will inform visa granting authorities if granting RPL to an international student results in the shortening of the duration of their course.
abbeycollege.com.au

QUALIFICATION REQUIREMENTS
To be awarded a BSB50207 Diploma of Business from Abbey College Australia, participants need to be assessed as competent in the following units:

1	BSBADV507B Develop a Media Plan
2	BSBADV509A Create Mass Print Media Advertisements
3	BSBADV512A Develop an Advertising Strategy and Brief
4	BSBWOR501A Manage Personal Work Priorities and Professional Development
5	BSBADM502B Manage Meetings
6	BSBADM506B Manage Business Document Design and Development
7	BSBHRM506A Manage Recruitment, Selection and Induction Processes
8	BSBRISK501A Manage Risk



NATIONALLY RECOGNISED
TRAINING

