This qualification is suitable for individuals wishing to gain a variety of business roles such as executive officers, program consultants and program coordinators.

Individuals may already possess substantial experience in a business role, but may be seeking to further develop their skills across a wide range of business functions.

Conversely, it may also be suitable to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop to create further educational and employment opportunities.

For International Student

BSB50215 - Diploma of Business

Australian Institute of Business and Technology (AIBT)

Australian Institute
of Business and Technology

RTO Code: 41487, CRICOS Code: TBA

Delivery Mode

Training is conducted face-to-face in a classroom environment at Australian Institute of Business and Technology (AIBT) premises in Mascot, NSW.

Training sessions are trainer-led in group sizes of no more than 25 students and utilise a variety of training and assessment techniques and resources to simulate the real time business environment, including organizational case studies, role plays of typical workplace situations, using actual workplace policies, procedures and templates, working in business work teams and the use of a dedicated computer lab for practical training components of the course.

Students may also need to carry out some study outside of class time to build their knowledge and undertake work toward completion of their assignments.

The Course Facts

Duration   : 74 weeks

Commitment: **Option 1- 5 days per week**
                    (evening class)
                    Monday-Friday 4:45pm-9:00pm
                    Or
                    Option 2 – 3 Days per week
                    Thursday 09:00am to 04:00pm
                    Friday 09:00am to 04:00pm
                    Saturday 09:00am to 06:00pm

Commencing   : February/April/July/September

Qualification   : BSB50215 - Diploma of Business

Delivery mode : Face-to-face

Location   : Mascot, NSW, Australia

Cost   : AUD 16,750.00

Minimum Entry Requirements:

- Be over the age of 18

- Demonstrate good command of written and spoken English. Verified evidence of IELTS Level 5.5 or equivalent

- Have completed Year 12 or equivalent

- Exceed minimum pass level in all 3 sections of Course Entry Requirement Test (CERT) for Diploma of Business. To know more go to https://www.lsac.org/docs/default-source/jd-docs/sampleptjune.pdf and https://teacheredtest.acer.edu.au/

- Having basic computer skills e.g. operating Windows, MS Word, email

- Meet the following 500 Student Visa – requirements:

  - Be a genuine temporary entrant

  - Meet English language test score requirements

  - Demonstrate financial capacity

  - Have no outstanding debts to the Commonwealth of Australia

  - Meet the health requirements

  - Be of good character

  - Demonstrate the capacity to meet basic living costs requirements set by the Australian Government

Course fees

Enrolment Application Fee (not refundable)	AUD 250.0
Course Fee	AUD 16,500.00
Total Course Fees	**AUD 16,750.00**
Additional Costs	
Assessment Re-sit Fee	AUD 100.00 per unit
Recommended resources from Innovation and Business Skills Australia (IBSA) *(Purchase not mandatory, you can also borrow IBSA books from our library)*	AUD 296.00 (To be paid to IBSA directly, if you decide to purchase)

Units of Competency

Term 1			
Unit Code	**Unit Name**	**Core/Elective**	**Nominal Hours**
BSBHRM506	Manage recruitment, selection and induction processes	Elective	200
Break 1 week *			

Term 2			
Unit Code	**Unit Name**	**Core/Elective**	**Nominal Hours**
BSBHRM501	Manage human resources services	Elective	200
Break 1 week *			

Term 3			
Unit Code	**Unit Name**	**Core/Elective**	**Nominal Hours**
BSBADM502	Manage meetings	Elective	100
BSBADM504	Plan and implement administrative systems	Elective	100
Break 1 week *			

Term 4			
Unit Code	**Unit Name**	**Core/Elective**	**Nominal Hours**
BSBADM506	Manage business document design and development	Elective	200
Break 1 week *			

Term 5			
Unit Code	**Unit Name**	**Core/Elective**	**Nominal Hours**
BSBWHS501	Ensure a safe workplace	Elective	100
BSBWOR501	Manage personal work priorities and professional development	Elective	100
Breaks 2 weeks			

Term 6			
Unit Code	**Unit Name**	**Core/Elective**	**Nominal Hours**
BSBRSK501	Manage Risk	Elective	200
Break 1 week *			

* If Christmas and New Year break falls in between two terms, Term break of 9 weeks will be given to the students.

Payment schedule

Enrolment Application Fee, paid on submitting completed enrolment application form	AUD 250.00
Initial Payment, before the course commencement	AUD 1,500.00
Course commencement date of 6th week	AUD 1,500.00
Course commencement date of 12th week	AUD 1,500.00
Course commencement date of 18th week	AUD 1,500.00
Course commencement date of 24th week	AUD 1,500.00
Course commencement date of 30th week	AUD 1,500.00
Course commencement date of 36th week	AUD 1,500.00
Course commencement date of 42nd week	AUD 1,500.00
Course commencement date of 48th week	AUD 1,500.00
Course commencement date of 54th week	AUD 1,500.00
Course commencement date of 60th week	AUD 1,000.00
Course commencement date of 66th week	AUD 500.00
Total Course Fee	**AUD 16,750.00**

All term payments must be paid in full, on the scheduled dates in order to maintain a valid enrolment.

Application Process

Students shall be provided with pre-enrolment information containing details about the course entry requirements, enrolment process, visa eligibility requirements, living in Australia information, Refund Policy, Complaints and Appeals Policy etc, by the agent or AIBT Representative or AIBT Student Support Manager.

Interested students shall be provided with an Enrolment Application form and an invoice of AUD 250.00 (non- refundable). The student is required to submit the completed enrolment application form, proof of payment of non-refundable AUD 250.00 along with along with the evidence of IELTS proficiency (Average Score of 5.5 or equivalent), copies of High School Certificate or equivalent secondary schooling outcome, qualifications/work experience and other relevant documents to agent or AIBT Representative or Student Support Manager at below address:

Student Support Manager
Australian Institute of Business and Technology
G03, 247 King St, Mascot, NSW 2020
Email:
enrolment@aibt.nsw.edu.au

When the completed enrolment application along with all supporting documents has been received, agent or AIBT Representative or AIBT Student Support Manager shall conduct an enrolment interview and Course Entry Requirement Test to assess the student's existing skills and knowledge.

When the enrolment application has been assessed to be successful in meeting all the admission criteria, the student will be issued with a Letter of Offer (valid 14 days), invoice for initial payment of fees (AUD 1,500.00) and a Student Agreement.

To accept the offer, the student must complete the Letter of Offer, Student Agreement and make payment of AUD1,500.00. These documents must be then submitted to agent or AIBT Representative or Student Support Manager at below address:

Student Support Manager
Australian Institute of Business and Technology
G03, 247 King St, Mascot, NSW 2020
Email: enrolment@aibt.nsw.edu.au

Once all required documentation and payment has been received, AIBT will send the student the following items:

- an electronic Confirmation of Enrolment form (eCOE)

- confirmation of course commencement details

- a tax invoice for the payment of tuition fees

- Overseas Student Health Cover (OSHC) information

- Student Visa / Travel / Accommodation Confirmation Form

It is the applicant's responsibility to apply for a student visa. When the applicant receives their eCOE, it should be taken to the visa section of nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where an application for a student visa can be submitted. For information, go to http://www.homeaffairs.gov.au/

The applicant will be unable to apply for a student visa without the eCOE.

Successful Student Visa

If the student visa application is approved, the applicant should contact AIBT and provide following documents:

- Confirmation of Student Visa (subclass 500)

- Confirmation of temporary accommodation including address, Confirmation of travel booking and the planned arrival time, carrier, airport, etc.

- Phone number

- Contact details on arrival in Australia (must include a mobile phone where possible)

This information is to be provided in the AIBT Student Visa/ Travel/ Accommodation Confirmation Form and submitted to agent or AIBT Representative or Student Support Manager directly by mail or email to:

Student Support Manager
Australian Institute of Business and Technology
G03, 247 King St, Mascot, NSW 2020
Email: enrolment@aibt.nsw.edu.au

AIBT will contact the student to confirm timetable, start date and all other arrangements for their study with AIBT.

Unsuccessful Student Visa

If the applicant is not successful in securing a visa, they must notify the AIBT as soon as possible to access a full refund of their paid tuition fees (e.g. AUD 1,500.00 of total tuition fees). The applicant will not be refunded the enrolment application fee (AUD 250.00).

For further information please contact:
(02) 9264 3997

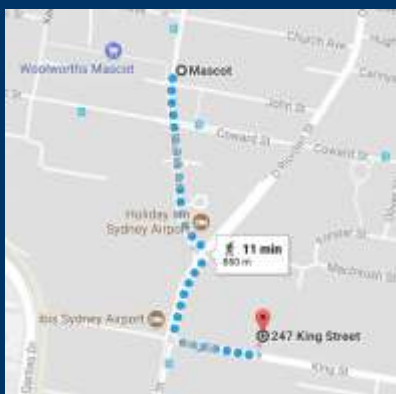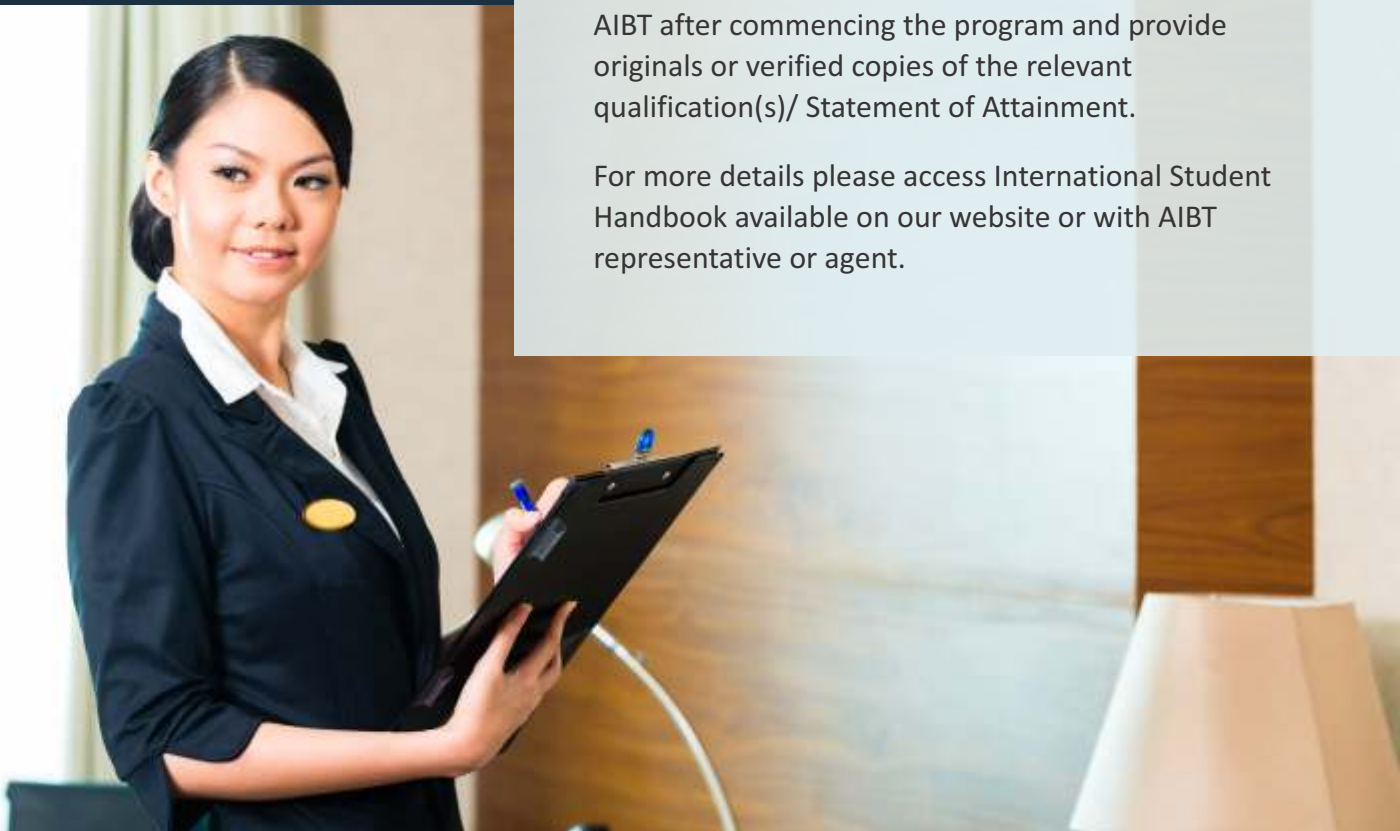## Recognition of Existing Skills and Knowledge

In accordance with the requirements of the VET Quality Framework, AIBT provides the opportunity for students to apply to have prior learning, skills and knowledge recognised, and counted in relation to the qualification or units of competence for which they are enrolled.

Credit transfer for current competence

Credit Transfer is the recognition of learning achieved through formal education and training. Under the Standards for Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course, where those units can assist them in meeting the requirements for a qualification. It is important to note that credit transfer is not recognition of prior learning (RPL).

If the applicant believes that they have already attained units of competence from the BSB50215 Diploma of Business, they are encouraged to inform AIBT after commencing the program and provide originals or verified copies of the relevant qualification(s)/ Statement of Attainment.

For more details please access International Student Handbook available on our website or with AIBT representative or agent.