

Diploma of Business



Location of Course

Classroom:
Level 7 East,
50 Grenfell Street
Adelaide South Australia 5000

Delivery Mode

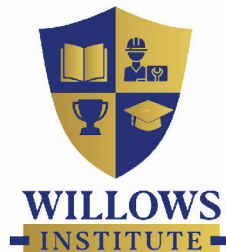
This program is delivered
in the classroom.

Duration

52 weeks, including 40
study weeks and 12
weeks of holidays.

Study Load

20 hours per week.



Overview of Course

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

The latest release of the qualification and packaging rules can be found at the following link:
<https://training.gov.au/Training/Details/BSB50120>

Statement of Attainment

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit Code	Unit Title	Core Units
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
Unit Code	Unit Title	Elective Units
BSBTWK503	Manage meetings	Elective
BSBOPS504	Manage business risk	Elective
BSBLDR522	Manage people performance	Elective
BSBMKG541	Identify and evaluate marketing opportunities	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBHRM525	Manage recruitment and onboarding	Elective



Training and Assessment Information

This course is delivered face-to-face in a classroom-based setting.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You are required to attend classes for 20 hours per week for 40 study weeks and 12 weeks term break. Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

In addition to classroom based learning, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Textbooks are also available onsite for you to use and borrow if you wish.

Course Credit

You can apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.willowsinstitute.edu.au

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

What are the Entry Requirements?

Willows Institute has the following entry requirements:

You must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of 5.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
 - educated for 5 years in an English speaking country; or
 - completed at least 6 months of a Certificate IV level course in an Australian RTO; or
 - successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.

Course Progress and Attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

